



Louisiana Believes

**Louisiana Department of Education  
Request for Proposals**

**Louisiana School Accountability Program**

**Fall 2013**

## State Board of Elementary and Secondary Education

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For further information, contact:

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or [customerservice@la.gov](mailto:customerservice@la.gov). Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

This document is presented online only and has no cost associated with it.

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## **1.0. GENERAL INFORMATION**

### ***1.1 Purpose***

This Request for Proposals (RFP) is issued by the Louisiana Department of Education (LDE) (herein referred to as the State) for the purpose of producing and providing assistance with the *2013-2014 Louisiana School Accountability Subgroup Reports, Preliminary AYP Reports*, and to deliver a web-based tool that provides the capability for Districts to securely review and certify data as well as subsequent sets of school reports to be issued annually thereafter, for up to three years.

### ***1.2 Background***

Louisiana legislation (La.R.S. 17:10.1) requires that every school and school district shall participate in a school and school district, respectively, accountability system based on student achievement as approved by the Louisiana State Board of Elementary and Secondary Education.

Additionally, Louisiana legislation (La. R.S. 17:10.1—10.3 and R.S. 36:651 [G(3)] calls for concerted efforts to inform parents and the general public of the condition of Louisiana public schools. The final accountability results are issued during the fall semester of each school year through the *School Accountability Reports and School Report Cards*, which contain information obtained from databases currently maintained by the Louisiana Department of Education (LDE).

### ***1.3 Scope of Services***

Attachment I

This project details the scope of services, deliverables, and results that the State requires of the Contractor regarding school accountability reporting services for the state-wide accountability programs.

## **2.0 ADMINISTRATIVE INFORMATION**

### ***2.1 Expected Time Period for Contract***

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about **March 3, 2014** and to continue through **March 3, 2017**. The State has the right to contract for up to three years.

### ***2.2 RFP Coordinator***

Requests for copies of the RFP and written questions must be directed to the RFP Coordinator listed below.

#### **Toni Gordon, Procurement Director**

Louisiana Department of Education

Office of Management and Finance

P. O. Box 94064

Baton Rouge, LA 70804-9064

Fax: (225) 342-1385

Phone: (225) 342-3828

E-mail: [Toni.Gordon@la.gov](mailto:Toni.Gordon@la.gov)

This RFP is available in electronic form at:

<http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>

in either PDF or (*Word/ WordPerfect*) format or in printed form by submitting a written request to the RFP Coordinator.

### **2.3 Proposer Inquiries**

The State will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above address or via fax at 225.342.1385 by 2:00 p.m. CST on the date specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be posted by date specified in the calendar of events at <http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>

Only Toni Gordon has the authority to officially respond to proposer's questions on behalf of the State. Any communications from any other individuals are not binding to the State.

### **2.4 Calendar of Events**

<b><u>Event</u></b>	<b><u>Date</u></b>
Advertise RFP and mail public announcements	October 11, 2013
Deadline for receiving proposer inquiries	October 21, 2013
Issue responses to proposer inquiries	October 28, 2013
Proposal submission deadline	November 13, 2013
Announce Award of "Successful Proposer"	November 25, 2013
Contract execution	March 3, 2014

NOTE: The State of Louisiana reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

### **2.5 Definitions**

<b><i>Term</i></b>	<b><i>Definition</i></b>
<b><i>Mandatory Requirements</i></b>	<b><i>The terms "shall", "will", and "must" denote mandatory requirements.</i></b>

<i>Permissible Action</i>	<i>The terms “should”, “can” and “may” denote an advisory or allowable action.</i>
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### **3.0 PROPOSAL INFORMATION**

#### **3.1 Proposal Response Location**

Proposers who are interested in providing consulting services under this RFP should submit a proposal containing the information specified in Section 4.0. The fully completed proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the RFP Coordinator designated above by the deadline date specified in the Calendar of Events. Fax or e-mail submissions are not acceptable.

It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

#### **3.2 Qualifications of Proposer**

Proposers of this RFP should meet the following qualifications:

- The proposer should have expertise in the management of projects for public agencies, educational research and development, information and data systems, data collection/reporting, public communication, and FERPA law concerning the confidentiality of students' personal information.
- The proposer should have a working knowledge of the NCLB mandate and the accountability data and reporting requirements.
- The proposer should have expertise in the design, development, and production of various NCLB compliant accountability reports.
- The proposer should have expertise in establishing a pass code secure website with exchange of confidential data.
- The proposer should have experience managing projects of similar nature, size and complexity.
- The proposer should have experience managing a web-based tool that provides the capability for Districts to securely review and certify data.

#### **3.3 Determination of Responsibility**

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. The State must find that the proposer:

- ✓ Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
- ✓ Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them.
- ✓ Is able to comply with the proposed or required time of delivery or performance schedule.
- ✓ Has a satisfactory record of integrity, judgment, and performance.
- ✓ Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the state to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

### **3.3. *Right to Prohibit Award***

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

### **3.4 *RFP Addenda***

State reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://www.prd.doa.louisiana.gov/osp/lapac/pubmain.asp>. It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

### **3.5 *Waiver of Administrative Informalities***

The State reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

### **3.6 *Proposal Rejection***

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The State reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the State's best interest.

### **3.7 *Withdrawal and Re-submission of Proposal***

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

### **3.8 *Subcontracting Information***

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP or proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements; however they should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for furnishing any of the work and professional services herein contracted for without the express written approval of the State.

### ***3.9 Ownership of Proposal***

All materials submitted in response to this request become the property of State. Selection or rejection of a proposal does not affect this right.

### ***3.10 Proprietary Information***

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### ***3.11 Cost of Preparing Proposals***

The State is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the State of Louisiana.

### ***3.12 Errors and Omissions in Proposal***

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to errors identified in proposals by State or the proposer. The State, at its option, has the right to request clarification or additional information from the proposers.

### ***3.13 Contract Award and Execution***

The State reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The State reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract initiated by the State.

The selected proposer will be expected to enter into a contract which is substantially the same as the sample contract included in Attachment IV. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer.

If the contract negotiation period exceeds (7) days or if the selected Proposer fails to sign the final contract within (7) business days of delivery of it, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

### ***3.14 Code of Ethics***



Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

### **3.15 *Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation***

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S. 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S. 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp). Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymouse?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymouse?guest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

## **4.0 RESPONSE INSTRUCTIONS**

### **4.1 *Proposal Submission***

Proposals must be received on or before 2:00 pm Central Daylight Savings Time on the date specified in the Calendar of Events. Proposers mailing their proposals should allow sufficient

mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Toni Gordon, Procurement Director  
Louisiana Department of Education  
Office of Management and Finance  
P. O. Box 94064  
Baton Rouge, LA 70804-9064  
Fax: (225) 342-1385  
Phone: (225) 342-3828

For courier deliver, the street address is 1201 North Street, *5th floor, Suite 5-264*, Baton Rouge 70802, and the telephone number is 225-342-3828. It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals which for any reason are not received timely will not be considered.

#### ***4.2 Proposal Format***

The State requests that (5) copies of the proposal be submitted to the RFP Coordinator at the address specified. One electronic copy should be submitted to the RFP Coordinator at [Toni.Gordon@la.gov](mailto:Toni.Gordon@la.gov). At least 1 copy of the proposal should contain original signatures; that copy should be clearly marked or differentiated from the other copies of the proposal.

This copy will be retained for incorporation by reference in any contract resulting from this RFP.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted.

#### ***4.3 Cover Letter***

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

#### ***4.4 Proposal Format***

Proposer should submit a proposal as specified in Attachment II which shall include enough information to satisfy evaluators that the Proposer has the appropriate experience, and qualifications to perform the scope of services as described herein. Proposer should respond to all areas requested.

#### ***4.5 Certification Statement***

The proposer must sign and submit the Certification Statement shown in Attachment III.

### **5.0 EVALUATION AND SELECTION**

#### ***5.1 Evaluation Team***

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the State, which will determine the proposal most advantageous to the state.

#### ***5.2 Administrative and Mandatory Screening***

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

### **5.3 Evaluation and Review**

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following:

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. The State reserves the right to award a contract based upon initial offers received.

Proposals submitted should follow the format in Attachment II. The following areas of consideration will be used as evaluative criteria in the competitive award of this contract.

<b>Evaluation Criteria</b>	<b>Total Points</b>
<b>Experience and Capability of Firm</b> List all similar projects and include names and phone numbers of contact persons. Include specific, relevant samples of previous work similar to this project and provide narratives of the approach and methodology.	<b>25</b>
<b>Personnel</b> Include resumes of key personnel. Key personnel must have proven experience and expertise in the design and development of such reporting systems in addition to having proven experience in data analysis and management. The key personnel and the proposer must have demonstrated experience in managing a project of this magnitude and complexity.	<b>15</b>
<b>Methodology and Approach</b> Describe in detail how project will be accomplished. Specifically, describe how the computer programs will generate the required reports, i.e. School Subgroup Component Reports. Additionally, include the following with the proposal for this project: a detailed, specific project work plan, schedules and Gantt charts, quality assurance procedures, project management approach, system development approach, and recommended system development platform.	<b>25</b>
<b>Cost</b> Provide an itemized cost statement for each deliverable for project. The total cost shall include all expenses such as travel, lodging, long distance calls, and all other such expenses. Project costs must be provided for all three-contract years.	<b>25</b>
<b>Hudson Initiative</b> A small entrepreneurship that engage the participation of one or more certified Veteran or Hudson Initiatives	<b>10</b>
<b>Total</b>	<b>100</b>

The proposer with the lowest price for this project will receive 25 points. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC*25)$$

Where: CS = Computed cost score for Proposer  
 LPC = Lowest proposed cost of all Proposers  
 PC = Proposer's cost

The Evaluation Team will compile the scores and make a recommendation for one or two proposers to the head of the agency on the basis of highest score(s). The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

#### **5.4.1 *Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (Value of 10% of the total evaluation points)***

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

##### **Proposer Status and Reserved Points**

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurship to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurship to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

#### **5.5 *Announcement of Contractor***

The State will notify the successful proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any contractor aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

## **6.0 CONTRACTOR REQUIREMENTS**

### **6.1 *Corporation Requirements***

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

## **6.2    *Billing and Payment***

The contractor should be cognizant of the steps required by the State of Louisiana for the approval, funding, and implementation of contracts. The State Superintendent of Education recommends the successful contractor to the State Board of Elementary and Secondary Education (BESE) for approval. Following BESE approval, the contractual agreement is referred to the Office of Contractual Review for final approval. All activities relative to producing the required deliverable must commence upon written notification of the approval of the contract, no later than March 3, 2014.

The payment schedule for each year shall be bimonthly, based upon a payment schedule submitted by the contractor and approved by the State.

Payment shall be made upon receipt of invoices and approval of the State Coordinator. This payment schedule will be adhered to for each successive year of the project, subject to the legislative funding contingency as noted elsewhere in the contract.

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## ATTACHMENT I

### SCOPE OF SERVICES

### FUNCTIONAL AND TECHNICAL REQUIREMENTS

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#### 1. Overview

This Request for Proposals (RFP) is issued by the Louisiana Department of Education (herein referred to as the State) for the purpose of producing and providing assistance of the *2013-2014 Louisiana School Accountability Subgroup Reports, Preliminary AYP Reports*, and to provide a web-based tool that provides the capability for Districts to securely review and certify data as well as subsequent sets of school reports. Expertise in the management of projects for public agencies, educational research and development, information and data systems, data collection/reporting, and public communication will be required.

The Louisiana School, District, and State Accountability System consists of a set of components designed to measure school, district, and state progress toward the state's 2014 NCLB goal. The components are also designed to reward schools for progress toward these goals as well as to provide assistance and support to schools and districts that are not meeting the established accountability goals. The components of the accountability system are delineated in BESE policy, Bulletin 111, The Louisiana, School, District, and State Accountability System.

The LDE must maintain the right to modify any materials throughout the period of this contract as the needs of the program change.

See Attachment A and B for User Guide and Sample Technical Requirements

Attachment A is a user guide that provides an introduction to the Louisiana Online Data Certification System, general information about the Online Data Certification System and how to access the system. Attachment B provides an example of technical requirements such as the data mapping and processing rules for the online system.

The online data certification system shall allow for district users to request changes to student records used in determining School Performance Scores and No Child Left Behind Subgroup Performance. The online data certification system will include but is not limited to:

- directions,
- the use of a secure Web browser,
- the ability to support rosters,
- the ability to support documentation,
- flexible navigation,
- a district log-in screen,
- technical assistance to users throughout the data certification period,
- capacity for hundreds of users at the same time,
- yearly adjustments that are compatible with LDOE accountability policy changes,
- and a professional appearance.

The contractor will be responsible for maintaining functionality for ALL features of the online data review system, making sure the system runs smoothly and accurately. The LDOE expects that there will be a smooth transition and minimal disruption of services during the transition between contracts. To ensure the system will run properly on the Internet servers, the successful proposer will work with the LDOE on the transition. The contractor will work to ensure the environments are compatible.

Note that LDE is moving towards a consolidated longitudinal data repository (LDR) that will be used by state, local, and federal policy makers and service providers to analyze relationships between various educational factors and student performance over time. It is the preference of LDE that all data be housed on the State of Louisiana's data center; however, for this system, since the data is going to be hosted offsite then scheduled and automated data exports must be submitted via FTP to a given LDE data site. The contractor will work with LDE programming staff to establish format and frequency of the exports.

## **2. Tasks and Services**

The major tasks and services for each contract year include:

- Work Planning Meeting – This meeting is held at the LDE shortly before or at the beginning of each contract cycle. It will be held in March of year 1 and April in subsequent years.
- Work Plan – The contractor must submit a detailed management plan that indicates how all parts of the project will be coordinated to conduct an efficient program. This work plan should take into consideration the timelines for the availability of assessment data (LEAP, End of Course (EOC), iLEAP, and LAA1 and LAA2) and their impact on the timelines for the accountability determinations. Key Dates are included in this work plan. These timelines are established in conference with the assessment vendor each year, but generally, are dependent upon availability of assessment data. **Due to LDE for approval 14 calendar days following the Work Planning Meeting.**
- Weekly Telephone Conferences (less frequent during certain periods) – The contractor shall schedule weekly telephone conferences (with LDE approval of the times and dates) and provide dial-in access, agendas, and meeting minutes.
- Quality Control Procedures and Documentation – The contractor shall provide a detailed description of a comprehensive process for recording and maintaining quality control of all deliverables during their design, production, and shipment. These procedures must include establishing a web-based communications system to track problems and for the contractor and LDE staff to post revision. The contractor must provide a web-based tool that provides the capability for Districts to securely review and certify data and also maintain a comprehensive log of quality control procedures completed by the contractor throughout the accountability cycle, updated daily, and available upon request of the LDE.
- Development of Processing Rules and Creation of Data Maps – For all accountability reports/documents, the contractor shall create processing rules that provide a detailed description of the decisions that establish what template is used in what situation and how each data cell is populated; and data maps for each report that indicate the source of the

data used to populate each data cell in reference to the data files provided by the LDE. Examples of these items are available on request from the LDE.

**Report and File Development** – The contractor shall produce mock-ups of the required reports, the live hardcopy, electronic copy, and online reports, specified in the RFP that are necessary for accountability data reporting. All mock-ups and electronic copies must be in a format that is “single-layered” and electronically comparable using Adobe Acrobat Professional 7.0 or Microsoft Excel. The following is what the LDE currently uses for reports and databases therefore we would need to at a minimum have these requirements met.

### **Approximate Size of Select Reports and Databases**

#### **REPORTS:**

- 1 Current Year Excel: 5 MB
- 1,350 School SCR: 1,050 MB

#### **DATABASES:**

- Accountability Reports: 136 MB
- Online DCR: 180 MB
- Data Review Software: 1.1 GB

- **Accountability Bluedot Reports and Files** – The contractor shall provide samples of reports to LDE for review and receive approval before releasing the reports to the public. The reports and files shall be delivered on time based on the agreements between LDE and the contractor. All electronic copies must be in a format that is “single-layered” and electronically comparable using Adobe Acrobat Professional 7.0 or Microsoft Excel.

### **3. Deliverables**

This section provides major deliverables as well as an approximate timeline for the first Accountability Cycle of the contract. For the remaining Accountability Cycles of the contract, the schedule for deliverables will be agreed on at the annual planning meeting. The date for each accountability data release is subject to approval by the LDE. Additional deliverables and tasks may be added based on agreement between LDE and the contractor.

*note – examples of deliverables are available on the LDE website*

<http://www.louisianabelieves.com/data/reportcards/2009/>

#### **Project**

School Subgroup Component Report (pdf)

Preliminary Adequate Yearly Progress (AYP) Roster Report (pdf)

A web-based tool that provides the capability for Districts to securely review and certify data

Project Services and Deliverables	Estimated Due Date (will vary)
<b>1. Work Planning Meeting</b>	March 21, 2014
<b>2. Work Plan</b>	April 1, 2014



<b>3. Weekly Telephone Conferences</b>	Duration of Contract
<b>4. Quality Control Plan and Log</b>	March 17, 2014, and with final bill of contract year
<b>5. Report Templates</b>	April 14, 2014
<b>6. Processing Rules</b>	April 14, 2014
<b>7. Data Maps</b>	7 calendar days after item # 6
<b>8. Report and File Development</b>	April 25, 2014, – contract cycle
<b>9. Accountability Bluedot Reports and Files</b>	May 2, 2014, – contract cycle
<b>10. Online software hosting, maintenance, and program adjustments</b>	June 2014
<b>11. Preliminary AYP Reports (pdf)</b>	August 2014
<b>12. Providing ACT Rosters</b>	August 2014
<b>13. Providing Assessment Rosters</b>	August 2014
<b>14. School Subgroup Component Reports (pdf)</b>	December 2014
<b>15. Providing Graduation Cohort Rosters</b>	February 2015

#### **4. Functional Requirements**

The contractor must pay for any services, supplies, and equipment (e.g., travel, phone calls, personal computers, modems, printers, etc.) required by personnel to perform general duties. The contractor will not be reimbursed separately for these items.

#### **5. Technical Requirements**

The LDE shall provide data sets to the contractor in Microsoft Access, Microsoft Excel, or SAS (or any format agreed upon by the LDE and contractor). Electronic deliverables must be in PDF or Microsoft Excel format (or any format agreed upon by the LDE and contractor). The electronic deliverables must be in a “single-layer” format to expedite the LDE quality control procedures. Web-based reports must be produced in standard, color format.

#### **6. Project Requirements**

The successful contractor will be required to attend periodic planning meetings and any other LDE related meetings in which technical information may be required (maximum one/month). Attendance at meetings of the State Board of Elementary and Secondary Education (one/month) will be required on an as-needed basis.

In addition to the deliverables noted, the contractor is expected to submit written progress reports relative to the project. These reports will be submitted on a quarterly basis.

## **ATTACHMENT II**

### **PROPOSAL INFORMATION**

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#### **1. Executive Summary**

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of 90 days from the date of submission. This section should also include a summary of the proposer's qualifications and ability to meet the State agency's overall requirements.

It should include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The proposer must address the specific language in Section V and submit whatever exceptions or exact contract modifications that their firm may seek to the sample contract. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

#### **2. Corporate Background and Experience**

The proposer should give a brief description of their company, including a brief history, corporate structure and organization, number of years in business, and copies of their latest financial statement.

This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from entities, including names and telephone numbers of those references.

#### **3. Proposed Project Staff**

The proposer should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities, and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, his/her planned level of effort, his/her anticipated duration of involvement, and his/her on-site availability. Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes.

#### **4. Approach and Methodology**

- Proposer's understanding of the nature of the project and how his/her proposal will best meet the needs of the state agency.
- Proposer should define his/her functional approach in providing the services.
- Proposer should define his/her functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing.

#### *For IT Projects:*

- Proposer should define his/her functional approach in developing a detailed design reflecting the most effective means of accomplishing system functions.
- Proposer should define his/her approach implementing this system within the State agency's infrastructure and identifying issues that would prevent or impair implementation or operation across Louisiana state government's heterogeneous environment.
- Proposer should define his/her strategy for project team organization and task assignments to transfer application knowledge, to position the State to be self-sufficient after implementation.
- Proposer should define his/her approach for defining system and data security.
- Proposer should identify areas of project risk and procedures to mitigate these risks.
- Proposer should define the methodology to be utilized for system design.
- Proposer should explain how each Task and Service will be performed (this should take into account project phasing, use of tools, technologies, etc.)

#### **5. Cost Information**

1. Provide the total cost (inclusive of travel and all project expenses).
2. For information purposes, provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor.
3. If a subcontractor will be used, clearly identify any subcontractor arrangements.
4. When completing the project cost schedule the proposer shall complete the cost schedule as shown below.

**Project Cost Schedule**

<b>Project Deliverable</b>	<b>Contractor Cost Year 1</b>	<b>Contractor Cost Year 2</b>	<b>Contractor Cost Year 3</b>
<b>1. Work Planning Meeting</b>			
<b>2. Work Plan &amp; Weekly Telephone Calls</b>			
<b>3. Quality Control Plan and Log</b>			
<b>4. Report Templates</b>			
<b>5. Processing Rules</b>			
<b>6. Data Maps</b>			
<b>7. Report and File Development</b>			

<b>8. Accountability Bluedot Reports and Files</b>			
<b>9. Preliminary AYP Reports (pdf)</b>			
<b>10. Providing Act Rosters</b>			
<b>11. Providing Assessment Rosters</b>			
<b>12. School Subgroup Component Reports (pdf)</b>			
<b>13. Providing Graduation Cohort Rosters</b>			
<b>14. Online hosting software</b>			
<b>15. Maintenance</b>			
<b>16. Program Adjustments</b>			
<b>Project Subtotal</b>			

## **6. Administrative Information**

1. Provide a completed Certification Statement as shown in Attachment III, Part B.
2. Discuss any suggested revisions to non-mandatory terms and conditions from Attachment IV, Consulting Services Contract.

## ATTACHMENT III

### CERTIFICATION STATEMENT

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The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** The State requires that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (\_\_\_\_) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least 90 days from the date of proposer's signature below;
- (5) Proposer understands that if selected as the successful Proposer, he/she will have \_\_\_\_\_ business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (Agency insert number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)
- (6) Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>).

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**SIGNATURE of Proposer's Authorized Representative**

**DATE**

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## ATTACHMENT IV

# STATE OF LOUISIANA

## CONTRACT

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the (Agency Name), hereinafter sometimes referred to as the "State", and (Contractor's name and legal address including zip code), hereinafter sometimes referred to as the "Contractor", do hereby enter into a contract under the following terms and conditions.

### 1.0 SCOPE OF SERVICES

Contractor hereby agrees to furnish services to State as specified in Section 3.0.

### 1.1 CONCISE DESCRIPTION OF SERVICES

*[Provide the concise description of the data processing consulting services to be acquired]*

### 1.2 COMPLETE DESCRIPTION OF SERVICES

A full description of the scope of services is contained in the following Attachments which are made a part of this contract:

Attachment I - Statement of Work

Attachment II - Hardware/Software Environment

Attachment III - Contractor Personnel and Other Resources

Attachment IV - State Furnished Resources

### 2.0 ADMINISTRATIVE REQUIREMENTS

### 2.1 TERM OF CONTRACT

This contract shall begin on \_\_\_\_\_ and shall end on \_\_\_\_\_. State has the right to extend this contract up to a total of three years with the concurrence of the Contractor.

### 2.2 WARRANTIES

Contractor shall indemnify State against any loss or expense arising out of any breach of any specified Warranty.

A. *Period of Coverage.* The Warranty period for software and system components covered under this Contract will begin on the date of acceptance or date of first productive use, whichever occurs later, and will terminate **(spell-out) (n)** months thereafter.

B. *Free from Defects.* Contractor warrants that the system developed hereunder shall be free from defect in design and implementation and will continue to meet the specifications agreed to during system design and Contractor will, without additional charge to the State, correct any such defect and make such additions, modifications, or adjustments to the system as may be necessary to operate as specified in the Technical Deliverables accepted by the State.

C. *Software Standards Compliance.* Contractor warrants that all software and other products delivered hereunder will comply with State standards and/or guidelines for resource names, programming languages, and documentation as referenced in Attachment II.

D. *Software Performance.* Specific operating performance characteristics of the software developed and/or installed hereunder are warranted by the Contractor as stated in Attachment I.

E. *Original Development.* Contractor warrants that all materials produced hereunder will be of original development by Contractor, and will be specifically developed for the fulfillment of this contract. In the event the Contractor elects to use or incorporate in the materials to be produced any components of a system already existing, Contractor shall first notify the State, which after whatever investigation the State may elect to make, may direct the Contractor not to use or incorporate any such components. If the State does not object, Contractor may use or incorporate such components at Contractor's expense and shall furnish written consent of the party owning the same to the State in all events. Such components shall be warranted as set forth herein (except for originality) by the Contractor and the Contractor will arrange to transfer title or the perpetual license for the use of such components to the State for purposes of the contract.

F. *No Surreptitious Code Warranty.* Contractor warrants that software provided hereunder will be free from any "Self-Help Code". "Self-Help Code" means any back door, time bomb, or drop dead device or other routine designed to disable a computer program with the passage of time or under the positive control of a person or party other than the State. Excluded from this prohibition are identified and State-authorized features designed for purposes of maintenance or technical support. "Unauthorized Code" means any virus, Trojan horse, worm or other software routine or component designed to permit unauthorized access to disable, erase, or otherwise harm software, equipment, or data, or to perform any other such actions. "Unauthorized Code" does not include "Self-Help Code".

## **2.3 STAFF INSURANCE**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount included in Section 5.0. For insurance requirements, refer to Attachment V.



## **2.4 LICENSES AND PERMITS**

Contractor shall secure and maintain all licenses and permits, and pay inspection fees required to do the work required to complete this contract.

## **2.5 SECURITY**

Contractor's personnel will always comply with all security regulations in effect at the State's premises, and externally for materials belonging to the State or to the project. Contractor is responsible for reporting any breach of security to the State promptly.

## **2.6 TAXES**

Contractor is responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor's federal tax identification number is\_\_\_\_\_.

## **2.7 CONFIDENTIALITY**

All financial, statistical, personal, technical and other data and information relating to the State's operations which are designated confidential by the State and made available to the Contractor in order to carry out this Contract, or which becomes available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. Contractor shall not be required to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of this Contract, or is rightfully obtained from third parties.

## **3.0 TECHNICAL REQUIREMENTS**

### **3.1 STATEMENT OF WORK**

Contractor will perform services according to the terms of this Contract and according to the Statement of Work (SOW) in Attachment I.

### **3.2 CONFIGURATION REQUIREMENTS**

The software system being installed shall be designed and configured by the Contractor to operate within the State's hardware, software, and networking environments as specified in Attachment II.

### **3.3 PROJECT MANAGEMENT**

Contractor shall provide, at a minimum, the following project management functions:

*A. Provide Project Management* - Contractor will provide day-to-day project management using best management practices for all tasks and activities necessary to complete the Statement of Work.

*B Provide Project Work Plan* - Contractor shall develop and maintain a Project Work Plan which breaks down the work to be performed into manageable phases, activities and tasks as appropriate. The work plan will identify: activities/tasks to be performed, project personnel requirements (both State and Contractor), estimated workdays/personnel hours to complete, expected start and completion dates. Scheduled completion dates for each deliverable shall specifically be included. Written concurrence of both parties will be required to amend the Work Plan. The Project Work Plan shall be approved by the State before project payments are made.

*C. Provide Project Progress Reports* - Contractor shall submit monthly progress reports signed by the Contractor's Project Manager to the State, no later than 10 days after the close of each calendar month. Each progress report shall describe the status of the Contractor's performance since the preceding report, including the products delivered, descriptions of problems encountered with a plan for resolving them, the work to be accomplished in the coming reporting period, and identifying issues requiring management attention, particularly those which may affect the scope of services, the project budget, or the deliverables to be provided by the Contractor. Each report shall identify activities by reference to the Project Work plan.

*D. Provide Time Sheets* - Accompanying each Progress Report, the Contractor shall submit time sheets to the State Project Director indicating effort expended and work performed by each member of its, or its subcontractors' staff, participating in this contract. Time sheets shall, at a minimum, identify the name of the individual performing the work and the number of hours worked during the period by Work Plan task.

*E. Provide Issue Control.* Contractor will develop and implement with State approval, procedures and forms to monitor the identification and resolution of key project issues and problems.

### **3.4 QUALITY ASSURANCE REVIEWS**

State reserves the right to conduct Quality Assurance Reviews at appropriate checkpoints throughout the project. Contractor will facilitate the review process by making staff and information available as requested by the reviewers at no additional cost to the State.

### **3.5 CONTRACTOR RESOURCES**

Contractor agrees to provide the following Contract related resources:

A. *Project Manager*. Contractor shall provide a project manager to provide day-to-day management of project tasks and activities, coordination of Contractor support and administrative activities, and for supervision of Contractor employees. The project manager shall possess the technical and functional skills and knowledge to direct all aspects of the project.

B. *Key Personnel*. Contractor shall assign staff who possess the knowledge, skills, and abilities to successfully perform assigned tasks. Individuals to be assigned by the Contractor are listed in Attachment III.

C. *Personnel Changes*. Contractor's Project Manager and other key personnel assigned to this Contract may not be replaced without the written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, as the case may be, shall be responsible for providing an equally qualified replacement in time to avoid delays to the work plan.

D. *Other Resources*. Contractor will provide other resources as specified in Attachment III.

### **3.6 STATE PROJECT DIRECTOR**

State shall appoint a Project Director for this Contract who will provide oversight of the activities conducted hereunder. The Project Director is identified in Attachment IV. Notwithstanding the Contractor's responsibility for total management during the performance of this Contract, the assigned State Project Director shall be the principal point of contact on behalf of the State and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

### **3.7 STATE FURNISHED RESOURCES**

State will make available to the Contractor for use in fulfillment of this contract those resources described in Attachment IV.

### **3.8 STATE STANDARDS AND GUIDELINES**

Contractor shall comply with State standards and guidelines related to systems development, installation, software distribution, security, networking, and usage of State resources described in Attachment II.

### **3.9 ELECTRONICALLY FORMATTED INFORMATION**

Where applicable, State shall be provided all documents in electronic format, as well as hard-copy. Electronic media prepared by the Contractor for use by the State will be compatible with the State's comparable desktop application (e.g., spreadsheets, word processing documents). Conversion of files, if necessary, will be Contractor's responsibility. Conversely, as required, Contractor must accept and be able to process electronic documents and files created by the State's current desktop applications as described in Attachment II.

#### **4.0 ACCEPTANCE OF DELIVERABLES**

Contract deliverables will be submitted, reviewed, and accepted according to the following procedure:

A. *General.* Except where this Contract provides different criteria, work will be accepted if it has been performed in accordance with the applicable specifications for Contractor's work in the Statement of Work, the Request for Proposals, the Contractor's Proposal, and/or as subsequently modified in State-approved design documents developed within this Project, and in the accepted final documentation.

B. *Submittal and Initial Review.* Upon written notification by Contractor that a Deliverable is completed and available for review and acceptance, the State Project Director will use best efforts to review the Deliverable within five (5) business days after the Deliverable is presented to the State Project Director, but in no event later than ten (10) business days after the Deliverable is presented to the State Project Director. Within the applicable period, the State Project Director will direct the appropriate review process, coordinate any review outside the Project team, and present results to any user committees and/or Steering Committee for approval, as needed. The initial review process will be comprehensive with a view toward identifying all items which must be modified or added to enable a Deliverable to be approved. A failure to deliver all or any essential part of a Deliverable shall be cause for non-acceptance.

C. *Notification of Acceptance or Rejection.* If no notification is delivered to Contractor within the applicable period, the Deliverable will be considered approved. If State disapproves a Deliverable, State will notify Contractor in writing of such disapproval, and will specify those items which, if modified or added, will cause the Deliverable to be approved.

D. *Resubmitting Corrected Deliverables.* With respect to such Deliverables, Contractor will resubmit the Deliverable with requested modifications and the State Project Director will review such modifications within five (5) business days. If no notification is delivered to Contractor within those five (5) business days, the Deliverable is considered approved. If the State disapproves that Deliverable, the State will notify Contractor in writing of any additional deficiencies which result from such modifications and Contractor will resubmit the Deliverable with the requested modifications. The parties agree to repeat this process as required until all such identified deficiencies are corrected or a determination of breach or default is made. The payment by the State for each activity is contingent upon correction of all such deficiencies and acceptance by the State.

F. *Payment of Retainage Based on Acceptance.* Final payment of any retainage will be contingent on completion and acceptance of all contract deliverables.

#### **5.0 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT**

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of \$ . Contractor will comply with the Division of Administration State General Travel Regulations, as set forth in Division of Administration Policy and Procedure Memorandum No. 49. Payment will be made only on approval of \_\_\_\_\_ (Name of Designee).

(There are many payment terms that can be negotiated with the Contractor. Below are examples of some that are used. Any one or combination of these is acceptable as long as payment is tied to the

*Acceptance of the Deliverables. The terms used are illustrative only)*

**Example A. Payment by Task.**

The Contract resulting from this Request for Proposal shall be compensated on a firm fixed price basis with progress payments upon completion of all deliverables within a series of tasks. Certain tasks have been identified as payment tasks (see below).

Payments, less retainage, will be made upon successful completion and after review and written approval by the State of the tasks and deliverables. All completed work and deliverables shall be in conformity with the Request for Proposal specifications and commonly accepted industry standards.

Payment Schedule

State has identified certain tasks as payment tasks. Payment tasks are those which represent the completion of major milestones of the project. Payment tasks are as follows:

\$000.00 Task 4 Verify Functional Requirements

\$000.00 Task 5 Develop Detailed Design for Modified WIS System

\$000.00 Task 7 WIS System Modifications and Testing

\$000.00 Task 9 Develop System Documentation

\$000.00 Task 12 Conduct Pilot Test

\$000.00 Task 14 Statewide Implementation

Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in the Acceptance of Deliverables Section 4.0. Payments will be made to the Contractor after written acceptance by the State of the payment task and receipt of an invoice. State will make every reasonable effort to make payments within 25 work days of the receipt of invoice.

The amount of the payment will be determined in the following manner.

- Tasks specified as non-payment tasks will accumulate forward to the next payment task. For example, the first payment task is Task 4. Upon completion of Task 4, the Contractor will be paid for all allowable charges incurred up through Task 4, less retainage.
- The allowable payment amount will be multiplied by 90 percent, giving the amount which will be remitted to the Contractor. Ten percent of the allowable milestone payment will be retained until written acceptance by the State of all deliverables provided by the contract.

- Upon written State acceptance of the system's successful implementation, one-half of the retained funds will be paid to the Contractor.
- The remaining retained funds will be paid to the Contractor upon State acceptance of the system following the warranty/maintenance period.
- No interest on retained funds shall accrue to the Contractor.

Prohibition Against Advance Payments. No compensation or payment of any nature will be made in advance of services actually performed and/or supplies furnished.

#### **Example B. Payment by Percentage of Completion**

Payment for the development of the Project will be based on completion of project milestones by Contractor and accepted as per Section 4.0. Each Project milestone has been assigned a percentage. This percentage will be used to determine the portion of Contractor's fee for developing the Project that shall be paid upon successful completion and acceptance of deliverables resulting from the Project milestone as provided in Section 4.0. The project milestones and payment percentages are listed below:

##### Project Milestone Percentage

Project Schedule showing start and end dates for key project milestones accepted by the State and conclusion of initial project meeting where objectives and time tables are agreed to by the State and the Contractor. 10%

Applications and Analysis Completed 40%

Testing procedures accepted by the State and training of State personnel 30%

Final Plan accepted by the State 20%

## **6.0 TERMINATION**

### **6.1 TERMINATION FOR CAUSE**

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

### **6.2 TERMINATION FOR CONVENIENCE**

State may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date thereof. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

## **7.0 REMEDIES FOR DEFAULT**

Any claim or controversy arising out of the contract shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

## **8.0 AVAILABILITY OF FUNDS**

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated. Such termination shall be without penalty or expense to the State except for payments which have been earned prior to the termination.

## **9.0 OWNERSHIP OF PRODUCT**

Upon completion of this contract, or if terminated earlier, all software, data files, documentation, records, worksheets, or any other materials related to this contract shall become the property of State. All such software, records, worksheets, or materials shall be delivered to the State within thirty days of the completion or termination of this contract.

## **NONASSIGNABILITY**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

## **11.0 RIGHT TO AUDIT**

Contractor grants to the Office of the Legislative Auditor, Inspector General's Office, the Federal Government, and any other duly authorized agencies of the State where appropriate the right to inspect and review all books and records pertaining to services rendered under this contract. Contractor shall comply with federal and/or state laws authorizing an audit of Contractor's operation as a whole, or of specific program activities.

## **12.0 RECORD RETENTION**

Contractor agrees to retain all books, records, and other documents relevant to this contract and the funds expended hereunder for at least three years after final payment, or as required by applicable Federal law, if Federal funds are used to fund this contract.

## **13.0 AMENDMENTS IN WRITING**

Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when they have been reduced to writing, duly signed. No amendment shall be valid until it has been executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration.

## **14.0 FUND USE**

Contractor agrees not to use funds received for services rendered under this Contract to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

#### **15.0 NON-DISCRIMINATION**

Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these obligations when applicable shall be grounds for termination of this contract.

#### **16.0 HEADINGS**

Descriptive headings in this contract are for convenience only and shall not affect the construction or meaning of contractual language.

#### **17.0 ENTIRE AGREEMENT AND ORDER OF PRECEDENCE (Optional Clause: should only be used in a contract that was awarded through RFP)**

This contract, (together with the Request for Proposals and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's Request for Proposals, and any exhibits specifically incorporated herein by reference) constitutes the entire agreement between the parties with respect to the subject matter.

This contract shall, to the extent possible, be construed to give effect to all provisions contained therein: however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals and the Proposal; second priority shall be given to the provisions of the Request for Proposals and amendments thereto; and third priority shall be given to the provisions of the Proposal.



**THUS DONE AND SIGNED** at Baton Rouge, Louisiana, on the day, month and year first written below.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of this \_\_\_\_day of month, year\_\_\_\_\_.

**STATE AGENCY’S SIGNATURES:**

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
Deputy Superintendent for  
Management and Finance

\_\_\_\_\_  
Deputy Superintendent of Education

\_\_\_\_\_  
State Superintendent of Education

\_\_\_\_\_  
President, State Board of  
Elementary and Secondary Education

**WITNESSES’ SIGNATURES**

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR’S SIGNATURE**

By: \_\_\_\_\_

Telephone: \_(\_\_\_\_)\_\_\_\_\_

## **OPTIONAL FEDERAL REQUIREMENTS**

### **ANTI-KICKBACK CLAUSE**

Contractor agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

### **CLEAN AIR ACT**

Contractor agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

### **ENERGY POLICY AND CONSERVATION ACT**

Contractor recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

### **CLEAN WATER ACT**

Contractor agrees to adhere to all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

## ATTACHMENT I STATEMENT OF WORK

### 1.0 INTRODUCTION

[ State here a brief description of project and a general description of its scope and objectives. Other topics which may be appropriate to include are: background, relationship of project to department plans and programs, purpose of system being implemented, problems system is intended to address, etc.]

### 2.0 DESCRIPTION OF SERVICES/TASKS

[Describe here tasks or services to be performed by Contractor in terms of scope and expected outcomes or results. This may involve description of major project phases or subsystems.]

### 3.0 SCHEDULE REQUIREMENTS

[Describe here major schedule milestones, such as: project start, when work plan will be finalized and approved, project phases, dates for contract deliverables, implementation target date, etc.]

### 4.0 PERFORMANCE MEASURES AND MONITORING PLAN

[Describe the performance measures to be taken during the project and monitoring plan.]

### 5.0 DELIVERABLES

Contractor agrees to provide the following deliverables within the time frames specified herein:

[List the project deliverables with a description of each deliverable. More information can be placed in a separate attachment or included by reference to the specific Request for Proposals and/or the proposal provisions.]

Examples are as follows:

Examples of Deliverables	
Deliverable	Description
Technical Assessment	Provide <i>Technical Assessment</i> . Contractor will review those areas of the State's data processing environment; such as: standards and guidelines, development tools, technical resources, hardware capacities, software supported, networks, facilities, specified arrangements, etc related to the Statement of Work to be provided; and, if warranted, prepare a memorandum identifying areas where, in Contractor's opinion, the State's technical environment may materially impair Contractor from successfully completing the Contract. The Project Environment memorandum, if prepared, shall be submitted prior to delivery of the Project Work Plan.
Information Planning	Provide <i>Information Planning</i> . Contractor will perform necessary analysis tasks and develop an Information Systems Plan incorporating the functional and technical requirements as specified in the Statement of Work. The systems planning project will encompass such tasks as: defining business strategies, information needs, organization strategies, application strategies, information technology strategies, implementation strategies; and defining and planning specific projects to be implemented. An outline specifying the nature of the content, format, and level of detail for the Information Systems Plan will be developed/finalized by the Contractor and approved by the State Project Director.
Functional Systems Requirements	Provide <i>Functional System Requirements</i> . Contractor will perform necessary information gathering and analysis tasks and develop a Functional Systems Requirements report that incorporates the functional and technical

	requirements of the State according to the Statement of Work. An outline specifying the nature of the content, format, and level of detail for this document will be developed/finalized by the Contractor and approved by the State Project Director. (Note: depending on the nature of the project, this deliverable may be called Preliminary Systems Design, Conceptual Design, Logical Data and Process Model Design, or something appropriately descriptive. The narrative should communicate the context of the work to be performed and the deliverable to be provided.)
Technical Design/ Technical Architecture Report	Provide <i>Technical Design/Technical Architecture Report</i> . Contractor will perform necessary technical design tasks and develop a Technical Design Report that satisfies the provisions of the Statement of Work, the Configuration Requirements, and the Functional Systems Requirements. An outline specifying the nature of the content, format, and level of detail for this report will be developed/finalized by the Contractor and approved by the State Project Director. (Note: depending on the nature of the project, this deliverable may be called Preliminary Systems Design, Conceptual Design, Logical Data and Process Model Design, or something appropriately descriptive. The narrative should communicate the context of the work to be performed and the deliverable to be provided.)
Demonstration Model or Prototype	Provide <i>Demonstration Model</i> . Contractor will develop a demonstration model or prototype of the system as a "proof of concept" for key components in the functional and technical design.
Implementation Planning Report	Provide <i>Implementation Planning Report</i> . Contractor will perform necessary information gathering and analysis tasks to develop an Implementation Planning Report describing the strategy for implementing the system; including: systems testing, acceptance testing, integration, software installation, interfaces, conversion, software distribution, training, "going live", and support. The plan should address resources, time frames, responsibilities, and contingencies. An outline specifying the nature of the content, format, and level of detail for this report will be developed/finalized by the Contractor and approved by the State Project Director.
Programming/Custom Modifications	Provide <i>Programming/Custom Modifications</i> . Contractor will perform programming/coding tasks necessary to produce the software specified in the functional requirements and technical design reports. Tasks performed may include use of scripts, macros, or procedural or command languages which may be required by the development tools being used
Software Installation	Provide <i>Software Installation</i> . Contractor will perform software installation tasks as applicable; such as: database setup, file sizing, software retrofitting, installation of software releases, application table setup, operation setup, file migrations, installation test, system integration, integration test, and performance tuning.
Systems Test and Acceptance Test Support	Provide <i>Systems Test and Acceptance Test Support</i> . This includes tasks such as functional support on system functionality, script development and data setup, technical support on executing special jobs or cycles to facilitate testing, assisting in the actual execution of test scripts and review of results, and development of an acceptance test calendar with all of the appropriate cycles.
Interface Testing	Provide <i>Interface Testing</i> . This includes such tasks as: development and testing of extract programs, input interfaces, output interfaces, and front-end programs that are identified in the Implementation Planning document.
Implementation Support	Provide <i>Implementation Support</i> . Contractor will provide functional support as specified in the Implementation Plan, including such tasks as developing a cut-over schedule, augmenting help-desk operations, etc. Provide <i>Training Delivery</i> . Contractor will provide xxx (nn) training days of instructor training for delivering the ILT course to State personnel as described in the Implementation Plan.

Training Materials	Provide <i>Training Materials</i> . This includes: all Instructor Lead Training (ILT) materials; Computer Based Training (CBT) materials; and application student guides as described in the Implementation Plan.
Documentation	Provide <i>Documentation</i> . This includes: Online Features Manuals; User Guides; Errors and Diagnostics Manual; Operations Guide; Reports Manual; and Application Quick Reference Cards as specified in the Implementation Plan.
WWW Presence	Provide <i>WWW Presence</i> . This includes providing Intranet/Internet access via standard WWW browsers to documentation, training materials; as well as dynamically supporting generation of reports, data queries, submittal of input forms, and other system functions as specified.
Post Implementation Support	Provide <i>Post Implementation Support</i> to the State after the implementation of the system. Contractor will provide xxx (n) qualified staff for XXX month following implementation
Change Control	Provide <i>Change Control</i> . Contractor will develop and implement with State approval, procedures and forms to provide a method for defining, reviewing, prioritizing, scheduling, and approving changes to specifications, designs, programs, procedures, and documentation that may be required within the scope of this project.
Final Project Report	Provide <i>Final Project Report</i> . At the conclusion of the project, the extent and manner to which the project objectives have been met, as well as follow-on recommendations, will be described in a final report. As scheduled in the Work Plan, an outline of this report will be developed by the Contractor and approved by the State Project Director.

## 5.0 STANDARD OF PERFORMANCE

As stipulated in the warranty provisions of this Contract, the following standards of performance for the products delivered hereunder will be warranted as described below:

*[Describe here any unique operating characteristics of the software or system that must be warranted to a specified level of performance.]*

## **ATTACHMENT II HARDWARE/SOFTWARE ENVIRONMENT**

The system to be installed must be able to operate on the State data processing facility and configuration as follows:

### **1.0 HARDWARE AND OPERATING SYSTEM SOFTWARE**

*[List and/or describe here the hardware devices, operating system software, and network infrastructures on which the proposed system must operate, such as: CPU, Operating System/System Utility Software, Disk, Workstations, Teleprocessing Monitor, Networking Protocols, etc.]*

### **2.0 SPECIAL REQUIREMENTS**

*[List here additional software or equipment necessary to support or augment the software to be installed, such as: Database Management System, Data Dictionary, 4 GL, Query Language, GUI Tools, etc.]*

### **3.0 STANDARDS AND GUIDELINES**

*[List here references to applicable standards and/or guidelines or indicate "NONE".]*

*[Also, describe any exceptions to State standards and guidelines that will be permitted under this project. However, the State should takes steps to assure control over matters affecting its technical direction. Accordingly, specific emphasis should be given to assure that technologies promoting common infrastructure services (TCP/IP, SNMP), interoperability (both statewide and intra-department), and an open (non-proprietary) systems environment are used.]*

**ATTACHMENT III  
CONTRACTOR PERSONNEL AND OTHER RESOURCES**

**1.0 CONTRACTOR PERSONNEL**

The following individuals are assigned to the project, on a full time basis (unless otherwise indicated), and in the capacities set forth below:

Name/Company Responsibilities/Classification Rate Expected Duration

...  
...  
...  
...

*[List here all personnel, including subcontractors, who will be assigned to the project. Personnel who will be assigned at a future date may be listed by job classification. Contract may also specify qualifications for each unnamed person.]*

**2.0 PC WORKSTATIONS**

Contractor will provide its own workstations, any workstation resident software and maintenance thereof.

**3.0 NETWORK CONNECTIVITY**

Any Contractor-provided workstations or devices to be connected to the State's network, must comply with State network and security standards. Contractor must provide the hardware components, operating system, and software licenses necessary to function as part of the State network. All hardware and software must be reviewed before it is used on the Local Area Network, and may be made operable on the Local Area Network with written approval of the State.

## **ATTACHMENT IV**

### **STATE FURNISHED RESOURCES**

Any resources of the State furnished to the Contractor shall be used only for the performance of this Contract. State will make available to the Contractor, for Contractor's use in fulfillment of this contract, resources as described below:

#### **1.0 PROJECT DIRECTOR**

The Project Director appointed by the State as described in Section 3.6 is \_\_\_\_\_ who is the principal point of contact for this contract on behalf of the State.

#### **2.0 TECHNICAL STAFF**

State will provide xxx (#) technical employees to be manpower loaded at no more than ##% of normal work hours. The level of effort required and time frames will be documented in a memorandum based upon the work plan. Reasonable access to other technical specialists on a limited basis will be coordinated through the State Project Director.

#### **3.0 FUNCTIONAL STAFF**

State will provide xxx (#) functional employees to be manpower loaded at no more than ##% of normal work hours. The level of effort required and time frames will be documented in a memorandum based upon the work plan. Reasonable access to other functional personnel on a limited basis will be coordinated through the State Project Director.

#### **4.0 OFFICE FACILITIES**

State will provide reasonable and normal office space, clerical support, local telephone service, and limited usage of copiers.

#### **5.0 COMPUTER FACILITIES**

State will make available use of computer facilities at reasonable times and in reasonable time increments to support system development, test, and installation activities. Special facility requirements, such as stress testing or conversion, shall be addressed in the appropriate planning documents or documented by the Contractor in a memorandum.



## **ATTACHMENT V**

### **INSURANCE REQUIREMENTS FOR CONTRACTORS**

#### **1.0 MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 001). "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".
2. Insurance Services Office form number CA 0001 (Ed 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

#### **2.0 MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

#### **3.0 DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

#### **4.0 OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
  - a. The Agency, its officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
  - b. Any failure to comply with reporting provision of the policy shall not affect coverage provided to the Agency, its officers, officials, employees Boards and Commissions or volunteers.

c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

## **2. Workers' Compensation and Employers Liability Coverage**

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

## **3. All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

## **5.0 ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of A-:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

## **6.0 VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

## **7.0 SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements state herein.

## ATTACHMENT V

### SAMPLE SERVICE LEVEL AGREEMENT (To be jointly defined by both parties)

#### Service Level and Support Agreement

#### ((PROJECT NAME)) Project

November 1, 2011 – June 30, 2014

This Service and Support Agreement is made between **(Vendor Name)** and the Louisiana Department of Education (LDOE). All services provided by **(Vendor Name)** are related to and in support of the **(PROJECT NAME)** Project.

This agreement outlines the terms and conditions under which the services are provided. It commences on the date signed by both parties and remains in effect for the initial term of the contract governing the Accountability Program. This agreement terminates at the end of the initial contract period.

#### **SCOPE OF SERVICES**

**(Vendor Name)** will provide the software application, hardware and infrastructure services for hosting of the **(PROJECT NAME)** Project (application code, databases, and reports) as defined in the proposal submitted to LDOE on November 1, 2011. This includes ongoing support and assistance to designated LDOE key personnel as defined in the proposal.

LDOE will ensure that **(Vendor name)** has access to appropriate LDOE technology and Innovation program staff personnel as required to perform the tasks and services required for **(PROJECT NAME)** Project.

#### **TECHNICAL SUPPORT**

**Description:** **(Vendor name)** will provide technical support, contracted updates, contracted enhancements, modifications, improvements and maintenance in accordance with the terms and conditions of this agreement.

#### **Problem Management:**

**(Vendor name)** will provide support and assistance related to the **(PROJECT NAME)** Project as communicated in the proposal. This covers technical support issues and uses a leveled priority scheme.

#### **Priority:**

The table below illustrates and defines the levels of priority and status of issues. Examples and definitions for each priority level will be jointly defined to the satisfaction of both parties:

Priority	Status
Priority 1	Urgent
Priority 2	Medium
Priority 3	Low

**Escalation:**

**(Vendor name)** provides defined levels of support based on the relative priority of the issues or problems encountered (as shown above). Support will be requested via telephone.

- For priority 1 issues identified by LDOE, assuming a technical engineer is not immediately available, technical staff will be engaged as soon as possible (within 4 hours). The support and engineering teams will remain engaged until satisfactory resolution of the problem, within 24 hours.
- For priority 2 issues, technical staff will be engaged as soon as possible (within 4 hours). The support and engineering teams will remain engaged until satisfactory resolution of the problem, within 5 business days.
- For priority 3 issues, vendor anticipates response within 8 hours and a resolution aligned with the next regularly scheduled release of the product.

Vendor will respond to non-critical inquiries within 8 hours, deliver an answer within 5 business days and update status every 24 hours. A non-critical inquiry is defined as a request for information that has no impact on the service quality if not answered or acted upon promptly.

**Maintenance:**

**(Vendor name)** anticipates that the **(PROJECT NAME)** Project will require scheduled maintenance windows throughout the duration of the agreement. The specific schedule (dates and times) will be negotiated with LDOE in advance of each window.

***(PROJECT NAME)* Support Hours:**

Support staff will be available during regular business hours—weekdays, 8:00 A.M. to 6:00 P.M. Central Time as detailed below:

***(PROJECT NAME)* System Availability:**

- 95% of the **(PROJECT NAME)** transactions will exhibit 5 seconds or less response time, defined as the interval from the time the user sends a transaction to the time a visual confirmation of transaction completion is received. Missing the metric for business transactions measured over any business week will constitute a violation.
- The **(PROJECT NAME)** Application will be available 99.9% of the time during regular business hours (8AM to 6PM, Monday through Friday, excluding State holidays). If the **(PROJECT NAME)** application is unavailable for less than 99.9 % during regular business hours, an hourly Service Level Penalty (explained in the Service Level Penalties) will be charged for each hour of system unavailability during regular business hours (8AM to 6PM, M-F, excluding State holidays).

### Service Level Penalties:

If the **(PROJECT NAME)** Application overall system availability is less than 99.9%, then a hourly service level penalty will be:

- Assessed for each hour of system unavailability during the required **(PROJECT NAME)** Support Hours period (8AM to 6PM, M-F, excluding holidays).
- For every hour of system unavailability the service level penalty will be calculated at 100% of the vendor's hourly service level fee in the form of a credit applied to LDOE's monthly invoice. The vendor's hourly fee would be the annual cost of the **(PROJECT NAME)** application hosted service divided by the number of **(PROJECT NAME)** Support Hours per year.

### Service Tracking:

**(Vendor name)** uses an industry standard service and support system. This system allows for full itemized tracking, prioritization and reporting of requests as they are received and acknowledged. The internal processes are measured and reported by the vendor on a monthly basis. This service includes incident reporting.

### Resolution:

Resolutions to all problems will be logged and added into the tracking support system **(Vendor will identify their tracking support system)** for reporting purposes.

### INFORMATION AND DATA SECURITY

**(Vendor name)** and LDOE maintain strict policies regarding the security and confidentiality of student data in accordance with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C Section 1231 (g), et seq., (FERPA) and the Individuals with Disabilities Education Act, 20 U. S. C. Section 1400, et seq., (IDEA). **(Vendor name)** acknowledges that all documents which include personally identifiable information contained in or derived from a student's educational records are deemed confidential pursuant to FERPA and IDEA. All documents containing confidential information shall be clearly marked as confidential. (Vendor name) agrees not to use, re-disclose, or distribute any such personally identifiable information unless such re-disclosure is otherwise authorized by law.

LDOE is solely responsible for ensuring the security of its own computers, networks, internet connections, email and other communications.

**(Vendor name)** security practices are implemented to ensure they meet or exceed industry security standards. All security practices and policies are audited annually by third parties to insure that continual compliance is guaranteed. Security starts with hosting all **(Vendor name)** applications in **(Name your Security System Software)** tier-1 data centers which enforce physical security policies such as:

1. Palm scan access
2. Card reader access
3. Government issued identification validation
4. Customer cage segregation

Access to the **(Vendor name)** hosting environment is audited and only approved IT staffs are

given the appropriate credentials. All software and hardware authentication credentials must exceed UNIX standards and are changed at regular intervals. WAN access to the **(Vendor name)** hosting environment is routed through a fortified firewall that has stringent access rules configured including but not limited to:

1. Port filtering
2. Protocol filtering
3. Intrusion protection

WAN access to **(Vendor name)** applications are 1024 bit SSL encrypted connections that require certificates that must have been issued by a certified PKI. All access to persisted data is protected by rules based permissions that are dictated by the customer and enforced by the access layer. All sensitive data is encrypted before being persisted to any of the data stores.

### **DISASTER RECOVERY**

**(Vendor name)** is responsible for ensuring that all appropriate measures are in place to minimize potential disruption, including daily backups of the **(PROJECT NAME)** system. The vendor must have a disaster recovery (D/R) plan in effect which includes a server/application recovery objective of 48 hours or less following a hardware or facility loss. The D/R plan must include provisions to activate spare server equipment in a hot or warm D/R site with internet access of sufficient bandwidth to support the application and have the application back on line after a disaster, within 48 hours. The vendor is encouraged to use server/SAN mirroring to minimize downtime following a disaster.

### **OWNERSHIP OF DATA**

All data contained within the application shall remain the property of the LDOE and shall not be used for any purpose beyond the scope of the application without the expressed written consent of the LDOE.

### **END OF CONTRACT TURNOVER**

In the event that LDOE chooses not to renew the contract after 3 years, **(Vendor name)** shall establish a turnover plan and implement the complete turnover of this system in the event that another vendor is awarded a contract upon expiration or termination of this contract. A 10% retainage of the total contract cost will be withheld until this turnover is accepted by the Louisiana Department of Education (LDOE).

### **HARDWARE/TECHNOLOGY INFRASTRUCTURE**

**(Vendor name)** is responsible for hardware selection, acquisition and infrastructure management.

### **INTERFACE REQUIREMENTS INTO LDOE LONGITUDINAL DATABASE SYSTEM (LEDRS)**

The vendor must provide automated daily data exports via secure FTP to a given LDOE site.

### **ENCRYPTION**

Where appropriate and authorized by LDOE, **(Vendor name)** agrees to utilize SSL (Secure Socket Layer) encryption technology in the electronic transmission of data to protect client information from unauthorized users.

### **LIMITATION OF LIABILITY**

In no event is **(Vendor name)** liable for any incidental, special, indirect or consequential

damages, without limitation including the following: damages for loss of profits, loss of data, business interruption or any other commercial damages or losses, arising out of or related to the inability to use the (**PROJECT NAME**) Project, however caused, regardless of the theory of the loss (contract, tort or otherwise). In no event shall (**Vendor name**) have total liability for all damages (other than as may be required by applicable law in cases involving personal injury) exceed the amount of one hundred thousand dollars (\$100,000.00). The foregoing limitations will apply even if the above stated remedy fails of its essential purpose.

#### **TRANSFER**

LDOE may not rent, lease, lend or sublicense any part of (**Vendor name**) (**Vendor software product name**) without prior written consent of (**Vendor name**).

#### **TERM AND TERMINATION**

The term of this service and support agreement begins 11/1/2011 and terminates 6/30/2014.

#### **WARRANTY**

(**Vendor name**) warrants that all services will be performed in a professional and workmanlike manner consistent with industry standards reasonably applicable to such services. If LDOE considers that a breach of warranty has occurred and notifies (**Vendor name**) in writing stating the nature of the problem, (**Vendor name**) will work to correct any affected services in order to comply with the warranty. Examples will be jointly defined during the contract negotiation.

#### **BILLING AND PAYMENT**

LDOE agrees to pay invoices according to pre-negotiated terms (Net 30 days and in accordance with the contract payment schedule. All payments due under this agreement are based on accomplishment of key milestones associated with the agreed upon work plan.

(**VENDOR name**)

Louisiana Department of Education

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Louisiana Data Certification System For Accountability



## District User Guide

Louisiana Department of  
**EDUCATION**

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877-453-2721 or [customerservice@la.gov](mailto:customerservice@la.gov). Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.



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# Overview

Welcome to the **Louisiana Data Certification System for Accountability**.

The purpose of this secure, web-based system is to provide authorized district users with an online system to request changes to student records used in determining School Performance Scores (SPS) and NCLB subgroup performance.

For the August 2013 SPS data certification and corrections period, each district will be able to make changes to their schools' 2012-13 assessment data for all testing programs. Districts will have two weeks to make changes. The Louisiana Data Certification System will keep districts updated on the status of change requests. Districts may submit only one (1) change request per student. Individual schools will not have direct access to the system to request changes. Schools will receive rosters from, and return rosters to, their district. Only authorized district user(s) will be allowed to access the system to request changes. Each district will receive account login information via encrypted email from their LDOE contact.

This user guide will provide directions for downloading the 2012-13 rosters for each school, and, for requesting changes to the rosters via the Data Certification System. The rosters are available to the district accountability contact person, who must distribute and collect rosters for all schools within the district. This corrections period is your district's final opportunity to correct errors that affect the calculations of the 2013 Growth SPS, the 2013 Annual SPS and NCLB subgroup determinations. **When this corrections period is closed on September 20, 2013 a district appeal will not be considered for the fall 2013 SPS accountability release based on data that could have been corrected through this process.**

**NOTE:** All authorized users must abide by the Family Educational Rights & Privacy Act (FERPA) when handling student data, as well as any district- or school-specific security policies concerning students' rights to personal information confidentiality. For details, please review the FERPA page on the U.S. Department of Education's website located at <http://www.ed.gov/>. Sharing or disclosing information contained in the rosters, or allowing unauthorized users to view or access the rosters, is strictly prohibited.

The secure website for the Louisiana Data Certification System for Accountability is located at <https://accountability.pacificmetrics.com/accountability/users/login>

## Process for District-School Communication

Each district will send one **2012-2013 Assessment roster** to each school in the district. Each school will need to review their rosters. Corrections can be made on an **Excel spreadsheet** exported by the district from the Data Certification System. Schools will correct any erroneous information and return the rosters to the district. Each district may determine how to communicate changes, either via the Excel files or using some other method.

Schools and districts must follow appropriate security procedures to ensure the safety and security of student information. Districts should notify schools when their rosters are due back at the district level, being sure to allow for time for the authorized district user to input changes no later than September 20, 2013.

# Accessing the Web-based Data Certification System

## Notification from LDOE

Each district will receive account login information via encrypted email from their LDOE contact. Please remember that the rosters contain confidential student information and access to the roster should be restricted to your district's authorized accountability contact person(s).

## Log In to the System

1. To log in, go to the website of the *Louisiana Data Certification System for Accountability* located at <https://accountability.pacificmetrics.com/accountability/users/login>.
2. Enter your User ID and Password, then click **Login**.



The screenshot shows the login interface for the Louisiana Data Certification System for Accountability. At the top, there is a header banner with the system name on the left and a group photo of diverse students on the right. Below the banner, on the left, is a login form with fields for 'User ID:' and 'Password:', and a 'Login' button. On the right, under the heading 'Login Information:', there is a welcome message and a paragraph explaining the system's purpose and security policies, including a reference to the FERPA website.

**Louisiana Data Certification System**  
For Accountability

User ID:

Password:

Login

Login Information:  
Welcome to the Louisiana Data Certification System for Accountability.  
This secure website allows authorized users to review and request changes to student records used in determining School Performance Scores (SPS). All authorized users must abide by the Family Educational Rights & Privacy Act (FERPA), as well as, any district- or school-specific security policies concerning students' rights to personal information confidentiality. For details, please refer to the U.S. Department of Education's website, located at [Family Educational Rights and Privacy Act \(FERPA\)](#).

Figure 1 – System Log-in Webpage


**Notes:** If you have lost your User ID and Password, please contact John Bishop at LDOE at (225) 342-3512 or via email at [John.Bishop@LA.GOV](mailto:John.Bishop@LA.GOV).

For technical assistance, please e-mail your questions to [Accty\\_support@pacificmetrics.com](mailto:Accty_support@pacificmetrics.com). A technical advisor will contact you within 24 hours. Office hours are from 7:00 A.M. to 5 P.M. Pacific Time, Monday–Friday. For general assistance or policy questions, please contact LDOE's Accountability Staff.

## District Home Page and Navigation

Once you have logged in to the Data Certification System, you will see your **District Home** page. See Figure 2 below. This screen provides a summary of **Rosters**, a summary of **Data Certifications**, and **Announcements** from LDOE.

Louisiana Data Certification System  
For Accountability



District School

» 001 - Acadia Parish

Welcome,  | Logout

Summary of Rosters

Roster	Total Students	Submitted For Certification
2012 Assessment Roster	7355	2

Summary of Data Certifications

2012 Assessment Roster ▾

Status	Number of Submissions
Submitted - Pending Review	2
Under Review	0
Incomplete	0
Recommended for Approval	0
Approved	0
Rejected	0
Not Applicable	0

Announcements

Message	Downloads
Announcement posted on 2013-08-14 18:37:13.0 by STATE: "New State Announcement to All Districts with three (3) attachments."	Attachment 1.txt Attachment 2.txt Attachment 3.txt
Announcement posted on 2013-08-14 18:25:07.0 by STATE: "New State Announcement to All Districts with three (3) attachments."	Attachment 1.txt Attachment 2.txt Attachment 3.txt
Announcement posted on 2013-08-14 18:23:49.0 by STATE: "New State Announcement to All Districts with three (3) attachments."	Attachment 1.txt Attachment 2.txt

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30 ▾
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Figure 2 – District Home Page

At the top left of the page under the banner, you will see two links: **District** and **School**. (See Figure 3 & Figure 4 below.)

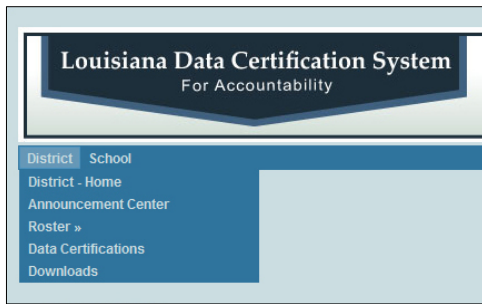


Figure 3 – District Navigation

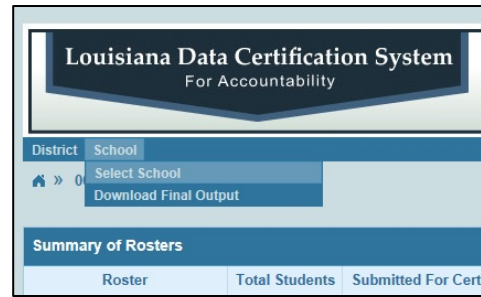


Figure 4 – School Navigation

- Under the **District** menu, the navigation options are **District – Home**, which will take you to the District Home page;
- **Announcement Center**, where you will receive global messages directly from LDOE;
- **Roster**, which takes you directly to your 2012-2013 Assessment roster so you can search for specific records (by turning on a filter option) and where you will submit all data certification corrections to the LDOE;
- **Data Certifications**, which lists all of your district’s data certification submissions to date and the status of each submission; and
- **Downloads**, which lists your district’s 2012-2013 Assessment roster and where you can download the rosters in Excel format.

Under the **School** menu, the **Select School** option allows you to select a specific school within your district. The **Download Final Output** option allows you to download an Excel report listing the real-time data certification statuses within your district.

Immediately under the navigation bar is a “**breadcrumb trail**” (see Figure 5 below) that allows you to keep track of your location within the system. Each word in this breadcrumb trail is a link that, when clicked, will take you back to that location.



Figure 5 – Breadcrumb Trails

You can also click on the Home icon  to go back to the District Home page.

At the top right, you will see two links: your **User ID** and **Logout**.

You can click on your **User ID** to edit your name, phone and fax numbers, and password. You cannot edit your User ID. To save your changes, click **Submit**.

Click on **Logout** [Logout](#) to exit from the system.

Note that the system will automatically log users out after a thirty minute period of inactivity.

## Downloading School Rosters for School Distribution

1. From the navigation tabs in the top left corner of the **District Home** page, click **School**.
2. Then click **Select School**. This will bring you to the **Select School** page.
3. In the list of schools in your district, click on the **school ID** for the school you wish to access.



**Louisiana Data Certification System**  
For Accountability

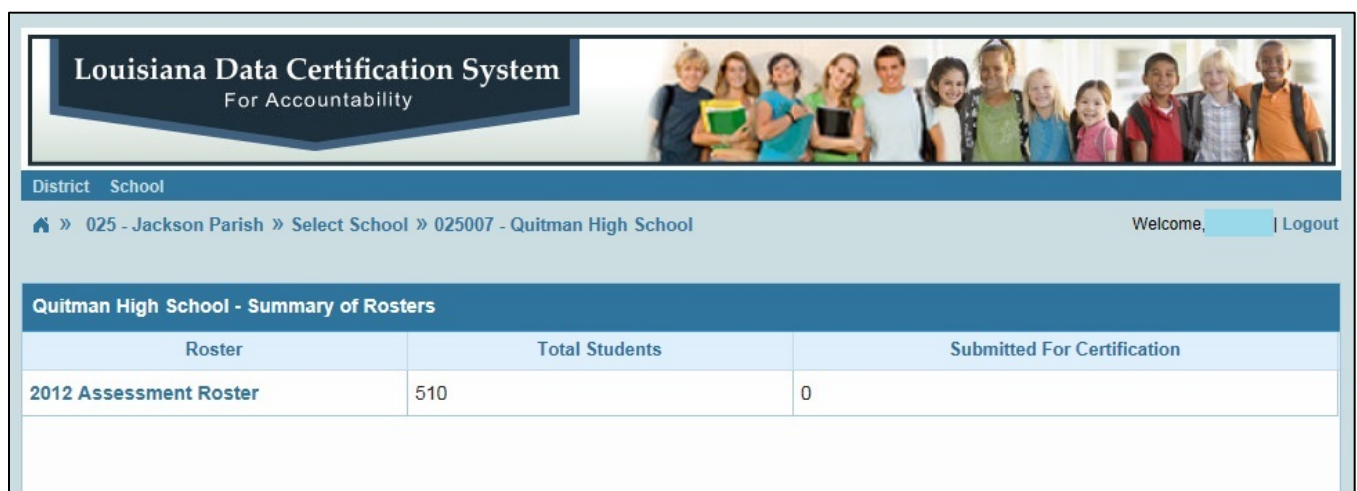
District School

» 025 - Jackson Parish » Select School Welcome, t | Logout

Site Code	Site Name
025005	Jonesboro-Hodge High School
025006	Jonesboro-Hodge Middle School
025007	Quitman High School
025008	Southside Elementary School
025010	Weston High School

Figure 6 - Select School

4. At the **School Home** page, you will see a **Summary of Rosters** showing the **2012-13 Assessment** rosters.



**Louisiana Data Certification System**  
For Accountability

District School

» 025 - Jackson Parish » Select School » 025007 - Quitman High School Welcome, | Logout

**Quitman High School - Summary of Rosters**

Roster	Total Students	Submitted For Certification
2012 Assessment Roster	510	0

Figure 7 - Select School Roster



- After selecting the **2012 Assessment** roster, you will come to the screen in Figure 8.

**Louisiana Data Certification System**  
For Accountability

District School

» Jackson Parish » Select School » Quitman High School » 2012 Assessment Roster

Welcome, [User] | Logout

**2012 Assessment Student Roster**

Edit	Submission Id	Status	New/Removed	Site Code	Site Name	State ID	Last Name
<a href="#">Edit</a>				025007	Quitman High School	000000000	ABERCROMBIE
<a href="#">Edit</a>				025007	Quitman High School	000000000	ABERCROMBIE
<a href="#">Edit</a>				025007	Quitman High School	000000000	ALEXANDER
<a href="#">Edit</a>				025007	Quitman High School	000000000	ALLEN
<a href="#">Edit</a>				025007	Quitman High School	000000000	AMIDON
<a href="#">Edit</a>				025007	Quitman High School	000000000	ANDERSON
<a href="#">Edit</a>				025007	Quitman High School	000000000	ANDERSON
<a href="#">Edit</a>				025007	Quitman High School	000000000	ANDERSON
<a href="#">Edit</a>				025007	Quitman High School	000000000	ARMBRISTER
<a href="#">Edit</a>				025007	Quitman High School	000000000	ASHCRAFT

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[Add Student](#)

**Export Selected Records and Columns**  
You can export the current list of records into an Excel spreadsheet using the fields provided. Indicate the filename (without an extension) and the type of spreadsheet you desire.

2012\_AssessmentRoster\_08\_23\_2013 [Export](#)

☒ Excel 97-2003 ☐ Excel 2007

**Figure 8 – School-level 2012 Assessment Roster**

- In the **Export Selected Records and Columns** box at the bottom of the 2012 Assessment Roster page, you can export the roster as an Excel 97-2003 file or an Excel 2007 file.
- Select the version in which you would like to export the school roster. The system will create a default name for the Excel file, but you may edit that name prior to exporting.
- When you have selected the Excel file type and (if you wish) edited the default file name, click on the **Export** button at the bottom of the page.
- A dialogue window will open asking you to Open the file, Save the file, or Cancel. Select **Save**. You will be prompted to choose the location in which you would like to save this file on your computer. When you have done so, click **Save**.
- When you have downloaded both rosters for the school (if needed), you are ready to send the rosters to the school using appropriate security procedures for handling confidential student information.

**NOTE:** It will be up to each district to determine how schools are to flag changes to student information. Most changes will require supporting documentation that must be secured from the school and/or student.

For the 2012-13 assessment rosters, the following information may be changed:

Site Information	Student Information	Demographics	Other	
Site Code	Student ID	Date of Birth	Ed Classification	
Site Flag	Last Name	Grade	LEP Flag	
	First Name	Gender	LEP Indicator Code	
	Middle Initial	Ethnicity	LEA Flag	
		Lunch		
ELA	Math	Science	Social Studies	
ELA Level	Math Level	Science Level	Social Studies Level	
ELA Accountability Code	Math Accountability Code	Science Accountability Code	Social Studies Accountability Code	
ELA Forced Zero Flag	Math Forced Zero Flag	Science Forced Zero Flag	Social Studies Forced Zero Flag	
English II	English III	Algebra I	Geometry	Biology
Level	Level	Level	Level	Level
Bonus	Bonus	Bonus	Bonus	Bonus
Accountability Code	Accountability Code	Accountability Code	Accountability Code	Accountability Code
Forced Zero Flag	Forced Zero Flag	Forced Zero Flag	Forced Zero Flag	Forced Zero Flag
Initial Tester Flag	Initial Tester Flag	Initial Tester Flag	Initial Tester Flag	Initial Tester Flag

Schools may also request to add students to the assessment rosters or remove duplicate/incorrect student records from the assessment rosters.

**IMPORTANT:** Ensure that 1) your schools are aware of the short window of time in which to review, edit, and return the rosters to the district; and 2) your authorized district user(s) have enough time to input the changes into the system.



# Editing Student Records for Data Certification

From the navigation tabs in the top left corner, click **School**, and then click **Select School**. This will bring you to the **Select School** page (Figure 6).

1. In the list of schools in your district, click on the **School ID** of the school you wish to access.
2. At the **School Home** page, you will see a **Summary of Rosters** showing the **2012 Assessment Roster**.
3. Click on the **2012 Assessment Roster** link.
4. On the **2012 Assessment Roster** page, you will see the **Student Roster**. Student names are in alphabetical order. You can toggle ascending or descending alphabetical order of students by clicking on the Last Name header in the roster window. To navigate through the roster of students, click the page navigation at the bottom center of the roster. You can also select the number of records that can be displayed at one time.
5. Click on the **Edit** button in the first column. A new window will open. This **Data Certification Detail Screen** is where you will be able to request edits to student information, enter a description, and upload supporting documentation. **IMPORTANT:** Be sure to review the student information at the top of the screen to ensure you have selected the correct student.

**2012 Assessment Data Certification Detail Screen - Edit Mode**

(State ID: )  
 Elizabeth High School - 002001  
 Test Type: 4 (ILEAP) Test Year: 2013 Test Month: 03 Test Site: 002001 Rollup: Yes

Remove Duplicate/Incorrect Record ☐  
 Check this box to remove the record

<b>Site Information</b> Site Code: 002001 Site Flag: Yes	<b>Student Identification</b> State ID: <input type="text"/> Last Name: <input type="text"/> First Name: <input type="text"/> Middle Initial: <input type="text"/>	<b>Demographics</b> Date of Birth: 06/28/2000 Grade: 07 Gender: Male Ethnicity: White (not Lunch: Paid	<b>Other</b> EDCLAS: Regular LEP Flag: No LEP Indicator Code: In SIS not L LEA Flag: Yes	You must provide a description and supporting documentation in order to submit a change request for any field on this form.
<b>ELA</b> ELA Level: APP ELA Bonus: 0 ELA Acct: <input type="text"/> ELA Forced Zero: <input type="text"/>	<b>Math</b> MTH Level: UNS MTH Bonus: 0 MTH Acct: <input type="text"/> MTH Forced Zero: <input type="text"/>	<b>Science</b> SCI Level: APP SCI Bonus: 0 SCI Acct: <input type="text"/> SCI Forced Zero: <input type="text"/>	<b>Social Studies</b> SST Level: UNS SST Bonus: 0 SST Acct: <input type="text"/> SST Forced Zero: <input type="text"/>	
<b>English II</b> English II Level: <input type="text"/> English II Bonus: <input type="text"/> English II Acct: <input type="text"/> Eng II Forced Zero: <input type="text"/> English II Initial: <input type="text"/>	<b>English III</b> English III Level: <input type="text"/> English III Bonus: <input type="text"/> English III Acct: <input type="text"/> Eng III Forced Zero: <input type="text"/> English III Initial: <input type="text"/>	<b>Algebra I</b> Algebra I Level: <input type="text"/> Algebra I Bonus: <input type="text"/> Algebra I Acct: <input type="text"/> Alg I Forced Zero: <input type="text"/> Algebra I Initial: <input type="text"/>	<b>Geometry</b> Geometry Level: <input type="text"/> Geometry Bonus: <input type="text"/> Geometry Acct: <input type="text"/> Geo Forced Zero: <input type="text"/> Geometry Initial: <input type="text"/>	<b>Biology</b> Biology Level: <input type="text"/> Biology Bonus: <input type="text"/> Biology Acct: <input type="text"/> Bio Forced Zero: <input type="text"/> Biology Initial: <input type="text"/>

Next > Return to Roster Add Description/Supporting Documentation Save

**Figure 9 – 2012 Assessment Data Certification Detail Screen**

1. Review the student information at the top of the screen to ensure that you have selected the correct student.
2. Review the prepopulated information in the text entry fields and drop down menus to see the current data values in the roster. Select the appropriate menu options or enter in corrections to text entry fields to identify requested changes.

**NOTE:** A check in the box at the top of the screen labeled Remove Duplicate/Incorrect Record indicates that you wish to remove this student from this roster.

3. You must supply a detailed description to explain the change request(s) and attach supporting documentation. This is completed by selecting the Add Description/Supporting Documentation button at the bottom of the screen. For instructions and limitations on attaching supporting documentation, review the section below, titled [Attaching Supporting Documentation to Assessment Rosters.](#))
4. To cancel and leave a student's information unchanged, click the **Return to Roster** button in the lower right corner of the screen. To view information for the next student on the roster, click the Next button.

## Attaching Supporting Documentation to Assessment Rosters

From the **2012 Assessment Data Certification Detail Screen**, you must click the **Add Description/Supporting Documentation** button to get to the **Data Certification Description/Documentation Screen** (See Figure 10.)

2012 Assessment Data Certification Detail Screen - Edit Mode

Quitman High School - 025007 (State ID: )  
Test Type: 4 (ILEAP) Test Year: 2013 Test Month: 03 Test Site: 025007 Rollup: Yes

Please provide a detailed description and supporting documentation that justifies this change request.

**Detailed Description Required**

(Maximum characters: 1000)  
You have characters left.

**Supporting Documentation Required**

No Attachments found

**Add Documentation**

Browse...  
Browse...  
Browse...

Return to Roster Previous Screen Save

**Figure 10 – Assessment Roster Add Description/Supporting Documentation Screen**

From here you can attach and describe supporting documentation. The system will accept a wide variety of file types.

1. To attach supporting documentation, click one of the Browse buttons in the **Supporting Documentation** box. This will open a **File Upload** window.
2. Browse your computer and select the file you wish to attach, and then click **Open**. Follow this process to attach up to three (3) files. It is important to describe each supporting document in the **Detailed Description** box in the middle of the screen.
3. Once you have attached files and added descriptions, click the **Save/Upload Files** button at the bottom of the screen. The screen will close and take you back to the **Detailed Data Certification Screen** for the **2012 Assessment Roster**.

- In the **Status** column of the **roster**, you will see a new status message for each student edited (Figure 11.) A **red status message** indicates that the student information has been edited but not yet submitted to the state. After you have made all of your edits and added your description and supporting documentation, you must submit your data certification change requests to the state. Complete this step by selecting the **District** tab from the navigation tabs in the top, left corner. Then select the Roster submenu option and the Assessment Roster in which you've been entering edits. Click the **Submit Eligible Data Certifications** button. This will submit all data certification change requests that you've entered for all schools in your district.

You may return to the student record and make further edits and add, remove, or download the supporting documentation. A **blue status message** indicates that the changes have been submitted to the state and no additional edits on that record are allowed. (See [List of Status Messages](#) for additional details.) A Submission ID number will appear in the Submission ID column, and the Edit button will disappear for that student.

District School

» 025 - Jackson Parish » 2010 Assessment Roster

Welcome, | Logout

Student Roster

View	Submission I	Status	New/Removed	Site Code	Site Name	Student ID	Last Name
<a href="#">View</a>		Altered		025007	Quitman High School		ANDERSON
<a href="#">View</a>	025007.1	Submitted - Pending Review		025007	Quitman High School		AUSTIN
<a href="#">View</a>	025007.2	Submitted - Pending Review		025007	Quitman High School		AUSTIN
				025007	Quitman High School		BOWDEN
				025007	Quitman High School		BROWN
				025007	Quitman High School		BROWN
<a href="#">View</a>	025007.2	Submitted - Pending Review		025007	Quitman High School		BURKETT
				025007	Quitman High School		CARPENTER
				025007	Quitman High School		CHAPMAN

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Submit Eligible Data Certifications

**Figure 11 – Status for Data Certification Change Requests**

**Note:** If you need to upload more than three supporting documents for a student, use a file compression program (zip or similar format) to compress the files into one compressed folder. Upload that folder in the same way you would for a single file as described above.

Zip and similar type programs are now standard on Windows and Apple platforms. Microsoft has included built-in zip support (under the name “compressed folders”) in versions of Microsoft Windows since 1998. Apple has included built-in zip support in Mac OS X 10.3 and above (via BOMArchiveHelper, now Archive Utility), along with other compression formats. Zip files generally use the file extensions “.zip” or “.ZIP” and are often represented by a document or other object icon prominently featuring a zipper on a folder icon or a clamp on a

file cabinet icon. Each supporting document file (or zip/compressed folder) may not exceed 4 MB in size. There will be a several second delay when uploading large files.

## Adding/Removing Students on Rosters

You may also **add** students **to the 2012-13 Assessment** rosters. Go to the roster page as described at the beginning of the section titled **Edit Student Records for Data Certification**, which begins on page 9.

Click **Add Student** at the bottom center of the roster page. Enter the required information for the student (see screen in Figure 12 below.) Attach and describe supporting documentation. Click the **Save/Upload Files** button at the bottom of the screen.

**2012 Assessment Roster - Add Student Record**

Site Information	Student Identification	Demographics	Other	School Information
Site Flag: <input type="text"/>	State ID: <input type="text"/>	Date of Birth: <input type="text"/>	EDCLAS: <input type="text"/>	School: 002001
Test Type: <input type="text"/>	Last Name: <input type="text"/>	Grade: <input type="text"/>	LEP Flag: <input type="text"/>	Elizabeth High School
Test Site: <input type="text"/>	First Name: <input type="text"/>	Gender: <input type="text"/>	LEP Indicator Code: <input type="text"/>	
Test Year: <input type="text"/>	Middle Initial: <input type="text"/>	Ethnicity: <input type="text"/>	LEA Flag: <input type="text"/>	
Test Month: <input type="text"/>		Lunch: <input type="text"/>	Rollup: <input type="text"/>	

ELA	Math	Science	Social Studies
ELA Level: <input type="text"/>	MTH Level: <input type="text"/>	SCI Level: <input type="text"/>	SST Level: <input type="text"/>
ELA Bonus: <input type="text"/>	MTH Bonus: <input type="text"/>	SCI Bonus: <input type="text"/>	SST Bonus: <input type="text"/>
ELA Acct: <input type="text"/>	MTH Acct: <input type="text"/>	SCI Acct: <input type="text"/>	SST Acct: <input type="text"/>

English II	English III	Algebra I	Geometry	Biology
English II Level: <input type="text"/>	English III Level: <input type="text"/>	Algebra I Level: <input type="text"/>	Geometry Level: <input type="text"/>	Biology Level: <input type="text"/>
English II Bonus: <input type="text"/>	English III Bonus: <input type="text"/>	Algebra I Bonus: <input type="text"/>	Geometry Bonus: <input type="text"/>	Biology Bonus: <input type="text"/>
English II Acct: <input type="text"/>	English III Acct: <input type="text"/>	Algebra I Acct: <input type="text"/>	Geometry Acct: <input type="text"/>	Biology Acct: <input type="text"/>
English II Initial: <input type="text"/>	English III Initial: <input type="text"/>	Algebra I Initial: <input type="text"/>	Geometry Initial: <input type="text"/>	Biology Initial: <input type="text"/>

**Detailed Description Required**  

(Maximum characters: 1000)  
You have characters left.

**Supporting Documentation Required**  
**Add Documentation**  

Browse...

Browse...

Browse...

**Save/Upload Files** **Return to Roster**

Figure 12 – Add Student to 2012 Assessment Roster

To **remove** a student from a **2012 Assessment** roster, see [Editing Student Records for Data Certification](#) for detailed instructions. Follow those directions to access the **2012 Assessment Roster Certification Detail Screen** for the student you wish to remove from the roster.

A check in the box labeled **Remove Duplicate/Incorrect Record** indicates that you wish to **remove** this student from the roster. You must supply a detailed description to explain this request and attach supporting documentation (See [Attaching Supporting Documentation to Assessment Rosters](#) for additional information.)

Before you click to Save/Upload File, the system will ask if you are sure you wish to remove this student from the Assessment roster.

## Completing Your Data Certification Submissions

1. From the navigation tabs in the top left corner, click **District**, and then click **District – Home**.
2. On the **Summary of Rosters** window on the **District Home** page, click the **2012 Assessment Roster** link. On this district-level roster page, you can review but not change data certification submissions. Student data can be edited only at the school-level, not the district-level.
3. When you are certain all necessary edits have been made to the roster you are now viewing, click the **Submit Eligible Data Certifications** button, located below the roster. A notification box will tell you how many students were successfully submitted for review. The system will update the status message for each edited student from a **red** status message to a **blue** status message.

In the example below, one student has already been submitted in a previous session, and two more students will be submitted in this session.

District School

» 025 - Jackson Parish » 2010 Assessment Roster

Welcome,  | Logout

Student Roster

View	Submission Id	Status	New/Removed	Site Code	Site Name	Student ID	Last Name
				025007	Quitman High School		BROWN
<a href="#">View</a>	025007.2	Submitted - Pending		025007	Quitman High School		BURKETT
				025007	Quitman High School		CARPENTER
				025007	Quitman High School		CHAPMAN
				025007	Quitman High School		CHAPMAN
<a href="#">View</a>		Altered with Document		025007	Quitman High School		COCKERHAM
				025007	Quitman High School		CULPEPPER
<a href="#">View</a>		Altered with Document		025007	Quitman High School		CULPEPPER
				025007	Quitman High School		DISOTELL

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Submit Eligible Data Certifications

Figure 13 – District-level Data Submission Screen

You can always go back to the rosters at the school level and edit other students' information, and then return to the district level rosters and click **Submit Eligible Data Certifications**.

You may submit only one (1) change request per student. Once a submission has been made for a particular student, you cannot go back and change that information.

**Save your rosters.** The accountability office will not provide an updated roster. With these rosters and the ability to download a file of change submissions (p. 6), added as a new feature this year, districts have the data they need to calculate scores.

## List of Status Messages

Status	Description
Altered	<ul style="list-style-type: none"> <li>• Student record has been modified but no documentation has been attached.</li> <li>• Student record cannot be submitted without proper documentation.</li> <li>• Altered data values are shown in red.</li> </ul>
Doc Only	<ul style="list-style-type: none"> <li>• One or more documents have been attached to student record but no other edits.</li> <li>• Student record can be submitted for review.</li> <li>• Doc Only values are shown in red.</li> </ul>
Altered w/ Doc	<ul style="list-style-type: none"> <li>• Student record has been modified and includes attached documentation.</li> <li>• Student record is eligible for submission.</li> <li>• Altered data values are shown in red.</li> </ul>
Submitted - Pending Review	<ul style="list-style-type: none"> <li>• Student record has been submitted and is pending the State's review and disposition.</li> <li>• Student record can no longer be modified on the roster screen.</li> <li>• District and State users can communicate by posting responses/comments through the data certification screens.</li> <li>• Altered data values are shown in blue.</li> </ul>
Ready	Student record has passed the State's initial screening process.
Incomplete	Student record has failed to pass the State's initial screening process. Additional information may be necessary.
Under Review	<ul style="list-style-type: none"> <li>• Student record is currently under review by the State.</li> <li>• Student record can no longer be modified on the roster screen.</li> <li>• District and State users can communicate by posting responses/comments through the data certification screens.</li> <li>• Altered data values are shown in orange.</li> </ul>
Accepted	<ul style="list-style-type: none"> <li>• The requested changes to the student record have been accepted or the State has made additional changes.</li> <li>• Student record can no longer be modified on the roster screen.</li> <li>• District and State users can still communicate by posting responses/comments through the data certification screens.</li> <li>• Altered data values are shown in green.</li> </ul>
Rejected	<ul style="list-style-type: none"> <li>• The requested changes have been rejected by the State.</li> <li>• The State will accept no more requests from the student record.</li> <li>• Student record can no longer be modified on the roster screen.</li> <li>• District and State users can still communicate by posting responses/comments through the data certification screens.</li> <li>• All data values are shown in black (reflecting the original values).</li> </ul>
Discarded	<ul style="list-style-type: none"> <li>• The request has been discarded by the State.</li> <li>• Student record can no longer be modified on the roster screen.</li> <li>• District and State users can still communicate by posting responses/comments through the data certification screens.</li> </ul>

Note: If there is no status in the status column, no data certification submissions have been submitted for that student.

## Variables for Data Included on Roster

Roster Field Name	Field Description
Site Code	School Code, the school that is accountable
Site Name	School Name
State ID	Student identification number
Last name	Student last name
First name	Student first name
Middle Initial	Student Middle Initial
Date of Birth	Student date of birth
Grade	Student grade (Grade 16 = 09,10,11,12)
Gender	Student gender
Ethnicity	Ethnicity Code
	1 = Alaska Native or American Indian
	2 = Asian or Pacific Islander
	3 = Black (not Hispanic)
	4 = Hispanic/Latino
	5 = White (not Hispanic)
	6 = Native Hawaiian or Other Pacific Islander
	7 = Two or more races
	I = Invalid
Lunch	Free/Reduced lunch 0 = Paid 1 = Free 2 = Reduced 9 = Unknown
EDCLAS	Education classification (0=regular, 1=Special Ed, 2=Gifted/Talented)
LEPFLG	Y=Yes LEP; N=Not LEP
LEP Indicator Code	1=1yr prior, 2=2yr prior, 0=in SIS not LEP, 3=LEP Current Year, blank= not in SIS prior
Test Site	the site student tested or enrolled
Site Flag	Y=Full year; N=not full year
LEA Flag	Y=Full year; N=not full year
Rollup	Y=Rollup; N=Do not rollup
Test Type	1=LAA1, 2=LAA2, 3=LEAP, 4=iLEAP , 9=EOC
Test Year	Test Date Year
Test Month	Test Month
ELA Level	ELA Level
ELA Bonus	Spring to summer or spring to spring improvement on LEAP from old system used only for the 2013 Growth SPS
ELA Acct	ELA Accountability Code
ELA Forced Zero Flag	Possible values: "Y" or Blank
MTH Level	MTH Level
Math Bonus	Spring to summer or spring to spring improvement on LEAP from old system used only for the 2013 Growth SPS;

MTH Acct	MTH Accountability Code
MTH Forced Zero Flag	Possible values: "Y" or Blank
SCI Level	Science Level
SCI Bonus	Spring to spring improvement on LEAP from old system used only for the 2013 Growth SPS
SCI Acct	Science Accountability Code
SCI Forced Zero Flag	Possible values: "Y" or Blank
SST Level	Social Study Level
SST Bonus	Spring to spring improvement on LEAP from old system used only for the 2013 Growth SPS
SST Acct	Social Study Accountability Code
SST Forced Zero Flag	Possible values: "Y" or Blank
English II Level	English II Level
English II Bonus	English II Bonus Points
English II Acct	English II Accountability Code
English II Forced Zero Flag	Possible values: "Y" or Blank
English II Initial	Possible values: "I" or Blank
English III Level	English III Level
English III Bonus	English III Bonus Points
English III Acct	English III Accountability Code
English III Forced Zero Flag	Possible values: "Y" or Blank
English III Initial	Possible values: "I" or Blank
Algebra I Level	Algebra I Level
Algebra I Bonus	Algebra I Bonus Points
Algebra I Acct	Algebra I Accountability Code
Algebra I Forced Zero Flag	Possible values: "Y" or Blank
Algebra I Initial	Possible values: "I" or Blank
Geometry Level	Geometry Level
Geometry Bonus	Geometry Bonus Points
Geometry Acct	Geometry Accountability Code
Geometry Forced Zero Flag	Possible values: "Y" or Blank
Geometry Initial	Possible values: "I" or Blank
Biology Level	Biology Level
Biology Bonus	Biology Bonus Points
Biology Acct	Biology Accountability Code
Biology Forced Zero Flag	Possible values: "Y" or Blank
Biology Initial	Possible values: "I" or Blank



# Accountability Codes

Accountability codes are used to excuse students who were expected to test but did not test or they did not use the precode document (except for LEP students). Without an accountability code, a student is counted as a zero if they were enrolled in a testing grade or EOC-eligible course. **PLEASE NOTE** that if a student is on the roster and the accountability code is included on the row, it is not necessary to resubmit the codes for the student. These students are listed on the roster for verification, but they are not included in SPS or subgroup calculations.

In addition to the normal accountability codes used during testing, you might see some that are not as familiar to you. They include the following:

- MM LAA tester not matched to IEP test type (assigned zero score included in SPS)
- NM No IEP found for LAA tester (assigned zero score included in SPS)
- PT Partial Test (score not included I SPS)
- CZ Cohort Zero (assigned zero in SPS for students who were in third year of high school and were required to take Algebra I and/or English II)
- EZ Enrolled Zero (assigned zero in SPS for student who was enrolled in testing grade or EOC-eligible course)

## ***Codes for Students Taking LEAP, iLEAP, LAA 1, EOC and LAA 2 Who Are Not Enrolled (Have Exited) before or during Testing***

If the student **exits** (withdraws) from school before or during testing, code one of the following **SIS Exit Reason Codes** (01–03, 05–16, 19, 22-28, 34-39, and 97) in the first two columns of Section V (LEAP and iLEAP), Section R (LAA 1) or Section S (LAA 2), starting at the left.

ALL TESTS	Accountability Codes and Descriptions (Student record in SIS must match code used for test.)	NCLB Eligible
•	<b>01</b> – Expelled (out of school) or out of school awaiting expulsion hearing	<b>N</b>
•	<b>02</b> – Dropped Out (Including transfers to Youth Challenge, Job Corps, and Volunteers of America)	<b>N</b>
•	<b>03</b> – Illness: Student <b>intends</b> to return to school (long-term illness; student withdraws from school). Use Code 03 if the student has been exited from school due to extended illness and plans to return. This illness is NOT a short-term illness that requires a doctor’s letter.	<b>N</b>
•	<b>05</b> – GED Only	<b>N</b>
•	<b>06</b> – Certificate of Achievement	<b>N</b>
•	<b>07</b> – Death (of student)	<b>N</b>
•	<b>08</b> – Transferred to another public, charter or lab school <b>within</b> district	<b>N</b>
•	<b>09</b> – Transferred to another public, charter or laboratory school <b>within</b> Louisiana, but outside your district	<b>N</b>
•	<b>10</b> – Transferred out of state or country	<b>N</b>

•	<b>11</b> – Transferred to Adult Education	<b>N</b>
•	<b>12</b> – Transferred to correctional institution (Younger than age 17)	<b>N</b>
•	<b>13</b> – Transferred to Vocational Technical School	<b>N</b>
•	<b>14</b> – Transferred to nonpublic school	<b>N</b>
•	<b>15</b> – Reassignment to another grade (changed grade of student)	<b>N</b>
•	<b>16</b> – Transferred to home study/in-home private schooling	<b>N</b>
•	<b>19</b> – Exit from Non-mandatory Program	<b>N</b>
•	<b>22</b> – Completer: GED & Industry Based Certificate	<b>N</b>
•	<b>24</b> – Completer: Industry Based Certification	<b>N</b>
•	<b>27</b> – Exit under SBESE Academic School Choice Policy	<b>N</b>
•	<b>28</b> – Exit under SBESE Unsafe School Choice Policy	<b>N</b>
•	<b>34</b> – Correctional Institution/State Custody (Age 17 or older)	<b>N</b>
•	<b>35</b> – Transferred to LEA monitored Adult Education to pursue GED	<b>N</b>
•	<b>36</b> – Completer: (State Approved Skills Certificate): Skills Certificate Only	<b>N</b>
•	<b>39</b> – For codes 40-42, students who exit to scholarship schools	<b>N</b>
•	<b>97</b> – Unknown	<b>N</b>

***Codes for Students Who Are Enrolled (Have Not Exited) but Do Not Complete Testing Using the Precoded Materials***

If the student is enrolled during testing but did not complete testing for one of the following reasons, the principal must use one of the following codes (80, 85, 88-91, 95-96, and 98):

<b>LEAP</b>	<b>iLEAP</b>	<b>LAA1</b>	<b>LAA2</b>	<b>EOC test</b>	<b>Accountability Codes and Descriptions</b>	<b>NCLB Eligible</b>
•	•	•	•	•	<b>80</b> – The student is absent for entire test period or does not take all of the subtests due to short-term illness.	<b>N</b>
•	•		•		<b>85</b> – The special education student will take LAA2 assessment and LEAP or iLEAP in the content areas for the enrolled grade as identified on the student's IEP. For accountability, LAA 2 tests cannot replace EOC for students who are enrolled in an EOC test-eligible course.	<b>N</b>
•	•	•	•	•	<b>88</b> – The student's family member(s) died.	<b>N</b>
•	•	•	•	•	<b>89</b> – The student is in protective custody.	<b>Y</b>
•	•	•	•		<b>90</b> – The student completed the entire indicated test on another answer document. <b>VALID ONLY IN CLEANUP</b> (not valid bubbled on an answer document)	<b>N</b>
•	•	•	•		<b>91</b> – The student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.	<b>N</b>
		•			<b>95</b> – A high school student receives LAA1 precoded materials but is not in	<b>N</b>

					the 10th or 11th grade.	
		•		•	<b>96</b> – The student receives precoded materials for LAA 1 test <b>OR</b> has been identified as third year assessment cohort for required EOC tests but has already met the graduation requirement.	<b>N</b>
•	•	•	•		<b>98</b> – Precoded materials are received for a student, who was misclassified during the precode process, but the student does not need the precoded materials or student has precoded materials for a different test. (Use code 15 if the school changed the student's grade level in SIS)	<b>N</b>
				•	<b>99</b> -The student is identified as eligible for an End-of-Course test but student is not enrolled in the course (not to be used for students who earned F in the course).	<b>N</b>

### Codes for Students Who Are Enrolled (Have Not Exited) and Complete Testing Using Precoded or Hand-gridded Materials but the Student Meets Special Circumstance Criteria

If the student is enrolled during testing and completes testing but meets one of the following criteria, the principal must use one of the following codes (81) for the student's results to be handled with special consideration:

LEAP	LEAP	LAA1	LAA 2	EOC	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	<b>81</b> – The student is LEP and has completed less than one full academic year in a school in the United States. <b>All LEP students must participate in testing.</b>	<b>Y</b>

### Documentation Requirements for Use of an Accountability Code:

**Code 01 (Expulsion):** Due process documentation supporting expulsion.

**Code 02 (Dropout):** Withdrawal form<sup>1</sup> signed and dated by an authorized representative of the school district.

**Code 03 (Long-term illness):** Withdrawal form<sup>1</sup> and letter from the doctor stating the student's first date of absence written on the doctor office's letterhead stationery and has the doctor's original signature.

**Codes 05 (GED):** Withdrawal form<sup>1</sup> signed and dated by an authorized representative of the school district.

**Code 06:** Copy of Certificate

**Code 07 (Student Death):** Copy of the Death Certificate, obituary or similar form.

**Codes 08, 09, 10, 11, 13, 14, 16, and 19:** Withdrawal form<sup>1</sup>, request for records, or similar form completed at the time the student quits attending school in the district, and signed and dated by the parent/guardian or adult student (both signatures are not required) and an authorized representative of the school district.

**Code 12 and 34 (Transfer):** Written documentation from the facility in which the student is incarcerated,

or a court order assigning the student to a correctional institution. A signed statement from the parent providing the name and location of the facility in which the student is incarcerated is also acceptable documentation. Other acceptable documentation is written documentation of an oral statement by the parent/guardian providing the name and location of the facility in which the student is incarcerated, signed and dated by an authorized representative of the district.

**Code 15 (Reassigned grade):** Document indicating the reason for the grade change.

**Codes 22, 24, and 36 (Certificates of Completion):** Copy of Certificate.

**Codes 27 and 28 (School Choice):** Request for records from attending school or copy of parental/guardian letter stating the acceptance of the choice option.

**Code 35:** Record of admission and attendance at an LEA sponsored GED program.

**Code 39:** There is no bubble on answer document for numeral 4. For codes 40-42, use code 39. Student must have been listed on the voucher report supplied by the LDE.

**Code 80:** The student will not receive a score of zero for the School Performance Score as long as he/she submits a letter from his or her doctor that:

- is written on the doctor's office letterhead stationery and has the doctor's original signature, and
- has the student's dates of absence noted as being inclusive of all testing and makeup dates.

The School Coordinator must collect the doctor's original letter from students who were absent and provide these to the District Coordinator, who will maintain these letters on file for one year.

**Code 85:** If the student does not participate in all content areas required for the student's enrolled grade, a score of zero will be assigned for the SPS in the content area(s) not tested. This applies to LAA2 students only.

**Code 88:** Copy of the Death Certificate, obituary or similar form.

**Code 89:** Written documentation from the law enforcement agency that has jurisdiction over the student's custody or a court order to this affect.

**Code 99:** Student cannot receive credit for course or course grade of F in the current accountability cycle.

<sup>1</sup> The withdrawal form should indicate either where the family is moving, the name of the school the student will be attending, or that the student will be home schooled. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or adult student.

**All Test Programs:** If a hand-gridded answer document or answer document with a precoded label is torn, soiled or not able to be scanned, the test administrator will contact the School Test Coordinator, who will notify the District Test Coordinator. The District Test Coordinator will affix an "Unscorable Document Label" to the answer document. The DTC will keep documentation about why the answer document was not scannable on file for one year. Specific directions are provided for the District Test Coordinator in the *Test Coordinators Manuals* for handling documents soiled with bodily fluids (e.g., blood, vomit).

**Students in alternative schools** can no longer be routed back to a home-based school if they are currently enrolled in the alternative school.

The **NCLB Eligible** column to the right of each Accountability Code Description indicates if a student's unused answer document with that accountability code provided by the principal will be considered an

eligible student in the NCLB Participation pool for the school. A “Y” indicates the student is a part of the pool, and an “N” indicates the student is not in the pool. The effect of the “Y” is the student will be considered a non-participant for NCLB purposes. The “N” means that the student will not be counted for NCLB purposes. If any other unusual situations arise, the District Test Coordinator should contact the LDE for additional assistance.

Assessment Roster Layout		2012-2013 Roster Data Mapping			2012-2013 Processing Rules		
Roster Field Name	Field Description	Input File Data Source (Preliminary Data Only)	Input File Field Name	Field Position(s)	Editable?	Additional Processing Rules	Comments/Revisions
Site Code	School Code, the school that gets the result	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Site Code	8-13	Y	None	No change from 2011-2012
Site Name	School Name	SCHLLIST1213_FORBASE_073013.TXT	Site Name	1005-1055	N	Match SITECD from Input File to Site Name in School List. If SITECD does not exist in School List, then do not report student record on any assessment roster.	Clarification from 2011-2012: Student records with Accountability Site Codes of 888, 997, 998, and 999 will be ignored because these are LDE test records that do not require cleanup. (for 2012-2013, total = 46 records)
State ID	Student identification number	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	State ID	23-31	Y	None	No change from 2011-2012
Last name	Student last name	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Student Last Name	32-43	Y	None	No change from 2011-2012
First name	Student first name	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Student First Name	44-51	Y	None	No change from 2011-2012
Middle Initial	Student Middle Initial	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Student Middle Initial	52	Y	None	No change from 2011-2012
Date of Birth	Student date of birth	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	DOB (YYYYMMDD)	53-60	Y	None	No change from 2011-2012
Grade	Student grade (Grade 16 = 09,10,11,12)	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Document Grade	61-62	Y	"16" will be displayed in on-screen roster and in the Excel roster that will be downloaded by districts	No change from 2011-2012
Gender	Student gender	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Gender	64	Y	None	No change from 2011-2012
Ethnicity	Ethnicity Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Ethnicity/Race prior to Fall 2010	67	Y	Web GUI will show the numeric ethnicity code in the on-screen roster, but on mouse-over, GUI will display alternate text = the ethnicity description.  Excel roster downloaded by districts will display code only, not the label/description.	No change from 2011-2012
	1 = Alaska Native or American Indian	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	2 = Asian or Pacific Islander	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	3 = Black (not Hispanic)	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	4 = Hispanic/Latino	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	5 = White (not Hispanic)	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	6 = Native Hawaiian or Other Pacific Islander	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	7 = Two or more races	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
	1 = Invalid	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT					
Lunch	Free/Reduced lunch 0 = Paid 1 = Free 2 = Reduced 9 = Unknown	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Lunch Code	66	Y	Web GUI will show the numeric lunch code in the on-screen roster, but on mouse-over, GUI will display alternate text = the lunch code description.  Excel roster downloaded by districts will display numeric value only.	No change from 2011-2012
EDCLAS	Education classification (0=regular, 1=Special Ed, 2=Gifted/Talented)	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Education Classification	69	Y	Web GUI will show the numeric ed class code in the on-screen roster, but on mouse-over, GUI will display alternate text = ed class description.  Excel roster downloaded by districts will display numeric value only.	No change from 2011-2012
LEPFLG	Y=Yes LEP; N=Not LEP	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEP Flag	70	Y	None	No change from 2011-2012
LEP Indicator Code	1=1yr prior, 2=2yr prior, 0=in SIS not LEP, 3=LEP Current Year, blank= not in SIS prior	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEP Indicator Code	162	Y	None	No change from 2011-2012
Test Site	the site student tested or enrolled	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Test Site Code	140-145	N	If Test Site Code at position 140-145 is null, then Test Site=Accountability Site code; else Test Site Code = Test Site Code.	Changed from 2011-12
Site Flag	Y=Full year; N=not full year	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Site Test Flag	158	Y	None	No change from 2011-2012
LEA Flag	Y=Full year; N=not full year	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag	159	Y	None	No change from 2011-2012
Rollup	Y=Rollup; N=Do not rollup	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Rollup Flag	161	N	None	No change from 2011-2012
Test Type	1=LAA1, 2=LAA2, 3=LEAP, 4=iLEAP, 9=EOC	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Test Type	138	N	On-screen and Excel rosters will display numeric code only. NEW RULE FOR EOC RECORDS: IF TestType='9' AND E2LVL='1' AND E2AC='1' AND E3LVL='1' AND E3AC='1' AND ALLVL='1' AND ALAC='1' AND GMLVL='1' AND GMAC='1', AND BLLVL='1' AND BLAC='1', Then, do not import data record	New processing rule for 2012 to filter records out of input file.
Test Year	Test Date Year	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Test Date Year	1-4	N	None	No change from 2011-2012
Test Month	Test Month	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Test Month	14-15	N	None	No change from 2011-2012
ELA Level	ELA Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - ELA	212-214	Y	None	No change from 2011-2012
ELA Acct	ELA Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - ELA	232-233	Y	None	No change from 2011-2012
ELA Bonus	ELA Bonus Points	2012_2013_LDE Assessment File for Accountability Analysis.DAT	Bonus Points - ELA	223-225	Y	None	No change from 2011-2012

Assessment Roster Layout		2012-2013 Roster Data Mapping				2012-2013 Processing Rules	
Roster Field Name	Field Description	Input File Data Source (Preliminary Data Only)	Input File Field Name	Field Position(s)	Editable?	Additional Processing Rules	Comments/Revisions
ELA Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - ELA Accountability Achievement Level - ELA Accountability Code - ELA Void Flag - ELA Test Taken Flag - ELA	159 237 212-214 232-233 241 236	Y	ELA Forced Zero Flag  If LEA Test Flag="Y" AND ELA include flag="Y" (@ 237) and Accountability Achievement Level - ELA in ('UNS','PRE','WST') AND (Accountability Code - ELA in("MM","NM") OR LEA Test Flag="Y" AND ELA include flag="Y" (@ 237) AND Accountability Achievement Level - ELA in ('UNS','PRE','WST') AND ELA Void="Y"(@241) OR LEA Test Flag="Y" AND ELA include flag="Y" (@ 237) AND Accountability Achievement Level - ELA in ('UNS','PRE','WST') AND (ELA Take="N" (@ 236) AND Accountability Code – ELA=" ' ' )  then ELA forced Zero flag="Y", Else ELA forced Zero flag=" ' '	New field for 2012-2013
MTH Level	MTH Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - Math	265-267	Y	None	No change from 2011-2012
MTH Acct	MTH Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - Math	285-286	Y	None	No change from 2011-2012
MTH Bonus	MTH Bonus Points	2012_2013_LDE Assessment File for Accountability Analysis.DAT	Bonus Points - Math	276-278	Y		No change from 2011-2012
MTH Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - MTH Accountability Achievement Level - MTH Accountability Code - MTH Void Flag - MTH Test Taken Flag - MTH	159 290 265-267 285-286 294 289	Y	MTH Forced Zero Flag  If LEA Test Flag="Y" and MTH include flag="Y" (@ 290) and Accountability Achievement Level - MTH in ('UNS','PRE','WST') AND Accountability Code - MTH in("MM","NM") OR LEA Test Flag="Y" and MTH include flag="Y" (@ 290) and Accountability Achievement Level - MTH in ('UNS','PRE','WST') AND MTH Void="Y"(@294) OR LEA Test Flag="Y" and MTH include flag="Y" (@ 290) and Accountability Achievement Level - MTH in ('UNS','PRE','WST') AND MTH Take="N" (@ 289) AND Accountability Code – MTH=" ' ' ) then MTH forced Zero flag="Y", Else MTH forced Zero flag=" ' '	New field for 2012-2013
SCI Level	Science Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - Science	318-320	Y	None	No change from 2011-2012
SCI Acct	Science Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - Science	338-339	Y	None	No change from 2011-2012
SCI Bonus	Science Bonus Points	2012_2013_LDE Assessment File for Accountability Analysis.DAT	Bonus Points - Science	329-331	Y		No change from 2011-2012
SCI Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - SCI Accountability Achievement Level - SCI Accountability Code - SCI Void Flag - SCI Test Taken Flag - SCI	159 343 318-320 338-339 347 342	Y	SCI Forced Zero Flag  If LEA Test Flag="Y" and SCI include flag="Y" (@ 343) and Accountability Achievement Level - SCI in ('UNS','PRE','WST') AND Accountability Code - SCI in("MM","NM") OR LEA Test Flag="Y" and SCI include flag="Y" (@ 343) and Accountability Achievement Level - SCI in ('UNS','PRE','WST') AND SCI Void="Y"(@347) OR LEA Test Flag="Y" and SCI include flag="Y" (@ 343) and Accountability Achievement Level - SCI in ('UNS','PRE','WST') AND SCI Take="N" (@ 342) AND Accountability Code – SCI=" ' ' ) then SCI forced Zero flag="Y", Else SCI forced Zero flag=" ' '	New field for 2012-2013
SST Level	Social Study Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - Social Studies	371-373	Y	None	No change from 2011-2012
SST Acct	Social Study Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - Social Studies	391-392	Y	None	No change from 2011-2012
SST Bonus	Bonus Points	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Bonus Points - Social Studies	382-384	Y	None	No change from 2011-2012

Assessment Roster Layout		2012-2013 Roster Data Mapping				2012-2013 Processing Rules	
Roster Field Name	Field Description	Input File Data Source (Preliminary Data Only)	Input File Field Name	Field Position(s)	Editable?	Additional Processing Rules	Comments/Revisions
SST Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - SST Accountability Achievement Level - SST Accountability Code - SST Void Flag - SST Test Taken Flag - SST	159 396 371-373 391-392 400 395	Y	SST Forced Zero Flag  If LEA Test Flag="Y" and SST include flag="Y" (@ 396) and Accountability Achievement Level - SST in ('UNS','PRE', 'WST') AND ( Accountability Code - SST in("MM","NM") OR SST Void="Y"(@400) OR SST Take="N"(@ 395 )AND Accountability Code – SST= ' ' ) ) then SST forced Zero flag="Y"  Else SST forced Zero flag= ' '	New field for 2012-2013
English II Level	English II Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - English II	2027-2029	Y	None	No change from 2011-2012
English II Bonus	English II Bonus Points	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Bonus Points - English II	2041-2043	Y	None	No change from 2011-2012
English II Acct	English II Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - English II	2050-2051	Y	None	No change from 2011-2012
English II Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - E2 Accountability Achievement Level - E2 Accountability Code - E2 Void Flag - E2	159 2055 2027-2029 2050-2051 2057	Y	ENGLISH II (E2) Forced Zero Flag  If LEA Test Flag="Y" and E2 include flag="Y" (@ 2055) and Accountability Achievement Level _E2 = 'NIP' AND Accountability Code – E2 in('EZ','CZ') OR LEA Test Flag="Y" and E2 include flag="Y" (@ 2055) and Accountability Achievement Level _E2 = 'NIP' AND E2 Void="Y"(@2057) then E2 forced Zero flag="Y", Else E2 forced Zero flag= ' '	New field for 2012-2013
English II Initial	Possible values: "I" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Accountability Achievement Level - E2 Include Flag - E2	159 2027-2029 2055	Y	Initial Tester Flag – English II  Display "I" if LEA Test Flag="Y" and Accountability Achievement Level _E2 not blank and E2 include flag="Y" (@ 2055) Else Blank	Changed from 2011-12
English III Level	English III Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - English III	2215-2217	Y	None	New field for 2012-2013
English III Bonus	English III Bonus Points	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Bonus Points - English III	2229-2231	Y	None	New field for 2012-2013
English III Acct	English III Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - English III	2238-2239	Y	None	New field for 2012-2013
English III Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - E3 Accountability Achievement Level - E3 Accountability Code - E3 Void Flag - E3	159 2243 2215-2217 2238-2239 2245	Y	ENGLISH III (E3) Forced Zero Flag  If LEA Test Flag="Y" and E3 include flag="Y" (@ 2243) and Accountability Achievement Level _E3 = 'NIP' AND ( Accountability Code – E3 = 'EZ' OR LEA Test Flag="Y" and E3 include flag="Y" (@ 2243) and Accountability Achievement Level _E3 = 'NIP' AND E3 Void="Y"(@2245) then E3 forced Zero flag="Y", Else E3 forced Zero flag= ' '	New field for 2012-2013
English III Initial	Possible values: "I" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Accountability Achievement Level - E3 Include Flag - E3	159 2215-2217 2243	Y	Initial Tester Flag – English III  Display "I" if LEA Test Flag="Y" and Accountability Achievement Level _E3 not blank and E3 include flag="Y" (@ 2243) Else Blank	New field for 2012-2013
Algebra I Level	Algebra I Level	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Achievement Level - Algebra	2074-2076	Y	None	No change from 2011-2012
Algebra I Bonus	Algebra I Bonus Points	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Bonus Points - Algebra	2088-2090	Y	None	No change from 2011-2012
Algebra I Acct	Algebra I Accountability Code	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	Accountability Code - Algebra	2097-2098	Y	None	No change from 2011-2012
Algebra I Forced Zero Flag	Possible values: "Y" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Include Flag - AL Accountability Achievement Level - AL Accountability Code - AL Void Flag - AL	159 2102 2074-2076 2097-2098 2104	Y	Algebra (AL) Forced Zero Flag  If LEA Test Flag="Y" and AL include flag="Y" (@ 2102) and Accountability Achievement Level _AL = 'NIP' AND ( Accountability Code – AL in('EZ','CZ') OR LEA Test Flag="Y" and AL include flag="Y" (@ 2102) and Accountability Achievement Level _AL = 'NIP' AND AL Void="Y"(@2104) then AL forced Zero flag="Y", Else AL forced Zero flag= ' '	New field for 2012-2013
Algebra I Initial	Possible values: "I" or Blank	RAW.ALLTESTS.ILEAP.LEAP.LAA.EOC.2012_13.FORBASESPS.073113.REDO.SITENCOUNT.ZZACT.TXT	LEA Test Flag Accountability Achievement Level - AL Include Flag - AL	159 2074-2076 2102	Y	Initial Tester Flag - Algebra  Display "I" if LEA Test Flag="Y" and Accountability Achievement Level _AL not blank and AL include flag="Y" (@ 2102) Else Blank	Changed from 2011-12



